

**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, February 20, 2024, at 2:30 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)

Also attending:

Jennifer Walden	PFM	
Lynne Mullins	PFM	
Jorge Jimenez	PFM	(via phone)
Amanda Lane	PFM	(via phone)
Jeffrey Newton	Donald W. McIntosh Associates	
Greg Platt	Donald W. McIntosh Associates	
Tucker Mackie	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
December 12, 2023, Board of
Supervisors' Meeting**

The Board reviewed the minutes of the December 12, 2023, Board of Supervisors' Meeting.

On motion by Mr. Tinetti, seconded by Mr. Franko, with all in favor, the Board of Supervisors for the Greenway Improvement District approved the Minutes of the December 12, 2023, Board of Supervisors' Meeting.

FOURTH ORDER OF BUSINESS

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

Ms. Walden stated this Resolution is already in place, but District staff wanted to provide a newer version which added more officers as signatories of the District to handle District business.

On motion by Ms. Duerr, seconded by Mr. Franko, with all in favor, the Board of Supervisors for the Greenway Improvement District approved Resolution 2024-02, Designating Authorized Signatories for the District's Bank Account(s).

FIFTH ORDER OF BUSINESS

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

Ms. Walden recommended the officers stay the same, however, the Resolution does include additional Assistant Treasurers who are on staff with PFM.

On motion by Mr. Tinetti, seconded by Mr. Franko, with all in favor, the Board of Supervisors for the Greenway Improvement District approved Resolution 2024-03, Election of Officers with Mr. Chad Tinetti as Chair, Ms. Karen Duerr as Vice Chair, Ms. Jennifer Walden as Secretary, Ms. Lynne Mullins, Mr. Matthew Franko, Ms. Amanda Kost, and Ms. Antoinette Munroe as Assistant Secretaries, Ms. Jennifer Glasgow as Treasurer, and Ms. Amanda Lane, Ms. Amy Champagne, Mr. Rick Montejano, and Ms. Verona Griffith as Assistant Treasurers.

SIXTH ORDER OF BUSINESS

**Consideration of Trail Maintenance
Proposal with Berman**

Ms. Walden noted this proposal is for Berman to go out and inspect the trails. The proposal is for a one-time fee of \$240.00 which includes surveying the area for any repairs needed and providing the findings to the District.

After a brief discussion, the Board agreed on a one-time trail maintenance monitoring service with Berman for the asphalt trails in the District.

On motion by Ms. Duerr, seconded by Mr. Tinetti, with all in favor, the Board of Supervisors for the Greenway Improvement District approved the proposal from Berman for Trail Maintenance Monitoring in the amount of \$240.00.

SEVENTH ORDER OF BUSINESS

**Consideration of Pest Control
Proposals**

Ms. Walden stated that the sister Districts went out to bid for pest control services and that vendor gave a quote for Greenway Improvement District. She noted the amount last year was \$4,635.00 and the new quote is \$1,738.00.

On motion by Mr. Tinetti, seconded by Ms. Duerr, with all in favor, the Board of Supervisors for the Greenway Improvement District approved the Pest Control Proposal with Fire Ant Control in the amount of \$1,738.00.

EIGHTH ORDER OF BUSINESS

Consideration of Tree Trimming Proposal with DWC

Ms. Walden stated this proposal is in the amount of \$12,750.00 which is slightly higher than the \$12,500.00 budgeted.

Discussion ensued regarding the area in which the trees will be trimmed which is on Nemours Parkway and is part of the three year plan that Mr. McDermott had previously brought to the Board. Mr. Tinetti asked for the team to bring three proposals for these types of items moving forward.

On motion by Mr. Tinetti, seconded by Ms. Duerr, with all in favor, the Board of Supervisors for the Greenway Improvement District approved the Tree Trimming Proposal from DWC in the amount of \$12,750.00.

NINTH ORDER OF BUSINESS

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

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

On motion by Mr. Tinetti, seconded by Ms. Duerr, with all in favor, the Board of Supervisors for the Greenway Improvement District ratified Operation and Maintenance Expenditures paid in December 2023 in an amount totaling \$75,720.02.

TENTH ORDER OF BUSINESS

Ratification of Operation and Maintenance Expenditures Paid in January 2024 in an amount totaling \$48,210.25

The Board reviewed the Operation and Maintenance Expenditures paid in January 2024.

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 January 2024 in an amount totaling \$48,210.25.

ELEVENTH ORDER OF BUSINESS

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

The Board reviewed Requisition Nos. 19 – 20.

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) 19 – 20 Paid in December 2023 in an amount totaling \$397.64.

TWELFTH ORDER OF BUSINESS

Ratification of Requisition No. (Series 2023) 21 Paid in January 2024 in an amount totaling \$257.51

The Board reviewed Requisition No. 21.

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) 21 Paid in January 2024 in an amount totaling \$257.51.

THIRTEENTH ORDER OF BUSINESS

Recommendation of Work Authorizations/Proposed Services

Ms. Walden stated there is one Work Authorization from Berman to replace the trash cans in the amount of \$4,875.00.

This item was tabled.

FOURTEENTH ORDER OF BUSINESS

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

The Board reviewed the District's Financial Statements through January 2024. Ms. Walden noted the District has spent just under \$189,000.00 versus a budget of \$634,500.00 which equates to approximately 30% of the total budget spent.

FIFTEENTH ORDER OF BUSINESS

Staff Reports

District Counsel –

Ms. Mackie stated the District has been named in an active suit involving a fall situation on the trails. She noted defense has been given on behalf of the District by its insurance carrier, but she will be keeping the Board updated. Ms. Mackie also informed the Board that there is online free training so that the Board can fulfill the new required four hours of ethics and sunshine law training required of supervisors. Additionally, the Form 1 will be filed electronically starting this year.

District Manager – Ms. Walden noted the next Board Meeting was moved up due to spring break, and it will also be held earlier in the day to ensure quorum. The meeting will be Tuesday, March 12, 2024.

District Engineer – No report.

Construction Supervisor – No report.

Landscape Supervisor – Ms. Sharenow stated the fire ant treatment will be completed in the next two weeks.

Irrigation Supervisor – No report.

SIXTEENTH ORDER OF BUSINESS

Supervisor Requests

Mr. Tinetti asked about the island lights on Tavistock Lakes Blvd. being put on a timer so that they are not on constantly. Additionally, there are bridge lights that are out and should be addressed.

Mr. Tinetti asked that the pest control signs be removed once the work is complete. Mr. Batten and Ms. Sharenow stated the team does pull these, but they will remind them.

Mr. Tinetti asked about the status of the palm trees. Mr. Batten stated there are new buds at the top that are looking good. He added that BrightView relayed the tests got delayed but they should be in later this week.

SEVENTEENTH ORDER OF BUSINESS

Adjournment

On motion by Ms. Duerr, seconded by Mr. Franko, with all in favor the February 20, 2024, Meeting of the Board of Supervisors for the Greenway Improvement District was adjourned.


Secretary / Assistant Secretary


Chairperson / Vice Chairperson