

**GREENWAY IMPROVEMENT DISTRICT  
BOARD OF SUPERVISORS' MEETING MINUTES**

**FIRST ORDER OF BUSINESS**

**Roll Call to Confirm Quorum**

The Board of Supervisors' Meeting for the Greenway Improvement District was called to order on Tuesday, October 15, 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	
Antoinette Munroe	Assistant Secretary	(via phone)

Also attending:

Jennifer Walden	PFM	
Amanda Lane	PFM	(via phone)
Jasmin Barone	PFM	(via phone)
Jeffrey Newton	Donald W. McIntosh Associates	
Tucker Mackie	Kutak Rock	(via phone)
Samantha Sharenow	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 was no one from the public present.

**THIRD ORDER OF BUSINESS**

**Consideration of the Minutes of the  
August 20, 2024, Board of  
Supervisors' Meeting**

The Board reviewed the minutes of the August 20, 2024, 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 August 20, 2024, Board of Supervisors' Meeting.

**FOURTH ORDER OF BUSINESS**

**Consideration of Fiscal Year 2024  
Audit Engagement Letter with Berger,  
Toombs, Elam, Gaines & Frank**

Ms. Walden explained that this is the standard letter received from the Auditor. District staff has reviewed the letter, edits were made, and the Audit Engagement Letter is ready to be executed 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 approved the Fiscal Year 2024 Audit Engagement Letter with Berger, Toombs, Elam, Gaines & Frank.

**FIFTH ORDER OF BUSINESS**

**Ratification of Egis Insurance Package for FY 2025**

Ms. Walden stated coverage for Fiscal Year 2025 came in at \$14,853.00 and the budget was \$16,320.80 which means the District is under budget for insurance. She noted the Chair executed this item outside of a meeting so that the District did not lose coverage.

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 2025.

**SIXTH ORDER OF BUSINESS**

**Ratification of Operation and Maintenance Expenditures Paid in August 2024 in an amount totaling \$37,728.57**

The Board reviewed O&M expenditures paid in August 2024. Ms. Walden noted that these expenditures 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 the Operation and Maintenance Expenditures Paid in August 2024 in an amount totaling \$37,728.57.

**SEVENTH ORDER OF BUSINESS**

**Ratification of Operation and Maintenance Expenditures Paid in September 2024 in an amount totaling \$66,409.72**

The Board reviewed O&M expenditures paid in September 2024. Ms. Walden noted that these expenditures have been approved and need to be ratified by the Board.

On motion by Mr. Franko, seconded by Ms. Duerr, with all in favor, the Board of Supervisors for the Greenway Improvement District ratified the Operation and Maintenance Expenditures Paid in September 2024 in an amount totaling \$66,409.72.

**EIGHTH ORDER OF BUSINESS**

**Ratification of Requisition Nos. 27 – 28 (Series 2023) Paid in August 2024 in an amount totaling \$325.11**

The Board reviewed Requisition Nos. 27 – 28. Ms. Walden noted these have been approved and need to be ratified.

On motion by Ms. Kost, seconded by Ms. Duerr, with all in favor, the Board of Supervisors for the Greenway Improvement District ratified Requisition Nos. 27 – 28 (Series 2023) Paid in August 2024 in an amount totaling \$325.11.

**NINTH ORDER OF BUSINESS**

**Ratification of Requisition Nos. 29 – 32 (Series 2023) Paid in September 2024 in an amount totaling \$796.72**

The Board reviewed Requisition Nos. 29 – 32. Ms. Walden noted these have been approved and need to be ratified.

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. 29 – 32 (Series 2023) Paid in September 2024 in an amount totaling \$796.72.

**TENTH ORDER OF BUSINESS**

**Recommendation of Work Authorizations/Proposed Services**

Ms. Walden stated the first Work Authorization is for holiday decorations from Berman in the amount of \$6,000.00. She noted the cost covers Berman putting up the decorations, taking down the decorations, and storing them for the year and the cost falls within budget.

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 for holiday decorations from Berman in the amount of \$6,000.00.

Ms. Walden stated the next Work Authorization is from BrightView in the amount of \$1,883.00 for storm cleanup. She noted the cost covers straightening, replanting, and staking the leaning and fallen trees.

On motion by Ms. Duerr, seconded by Mr. Tinetti, with all in favor, the Board of Supervisors for the Greenway Improvement District approved the Work Authorization for storm clean up from BrightView in the amount of \$1,883.00.

**ELEVENTH ORDER OF BUSINESS**

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

Ms. Walden stated through the end of September the District has expenses of just over \$557,000.00 versus an overall budget of \$634,500.00, which equates to approximately 88% of the total budget spent.

**TWELFTH ORDER OF BUSINESS**

**Staff Reports**

- District Counsel – No report.
- District Manager – Ms. Walden stated the next Board Meeting is Tuesday, November 19<sup>th</sup>. She noted at that meeting the Fiscal Year 2024 budget will need to be revised due to some line items going over the threshold.
- District Engineer – No report.
- Landscape Supervisor – Mr. Batten stated that the District didn't have any other storm damage other than the trees in the BrightView proposal.
- Construction Supervisor – Ms. Sharenow stated the fire ant treatment was rescheduled due to the storm and the treatment should get done this week. She also explained that any areas that still need to be pressure washed will resume this week and next week because that was also put on hold due to the storm.
- Irrigation Supervisor – No report.

**THIRTEENTH ORDER OF BUSINESS**

**Supervisor Requests**

Mr. Tinetti stated on the last island on Tavistock Lakes Blvd. the grass is torn up from what looks to be caused by hogs. Mr. Batten replied that BrightView did replace some grass torn up by hogs and this is a new area that the hogs hit.

Mr. Tinetti stated the bridge lights are out on Tavistock Lakes Blvd. and need to be addressed.

Mr. Franko stated the oak tree on Nemours Parkway heading towards the high school is still struggling. Mr. Batten replied that has been replaced, is being hand watered and will continue to be monitored.

**FOURTEENTH ORDER OF BUSINESS**

**Adjournment**

Ms. Walden requested a motion to adjourn.

On motion by Ms. Kost, seconded by Ms. Duerr, with all in favor, the October 15, 2024, Meeting of the Board of Supervisors for the Greenway Improvement District was adjourned.

  
Secretary/Assistant Secretary

  
Chair/Vice Chair