

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 18, 2025, 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: pfmccd.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 January 21, 2025, Board of Supervisors' Meeting**
- 2. **Consideration of the Minutes of the January 21, 2025, Auditor Selection Committee Meeting**

Business Matters

- 3. **Consideration of RFP for District Landscaping & Common Area Maintenance**
- 4. **Ratification of Operation and Maintenance Expenditures Paid in January 2025 in an amount totaling \$39,589.74 (provided under separate cover)**
- 5. **Ratification of Requisition No. 36 (Series 2023) Paid in January 2025 in an amount totaling \$47.65 (provided under separate cover)**
- 6. **Recommendation of Work Authorizations/Proposed Services (if applicable)**
- 7. **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 January 21, 2025,
Board of Supervisors' Meeting**

**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, January 21, 2025, 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 @ 2:32 p.m.) |

Also attending:

| | | |
|-------------------|-------------------------------|-------------|
| Jennifer Walden | PFM | |
| Lynne Mullins | PFM | |
| Amanda Lane | PFM | (via phone) |
| Gazmin Kerr | PFM | (via phone) |
| Tucker Mackie | Kutak Rock | (via phone) |
| Jeffrey Newton | Donald W. McIntosh Associates | |
| Chris Wilson | Tavistock | |
| DJ Batten | Berman | |
| Katie Harmer | Berman | |
| Samantha Sharenow | 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
November 19, 2024, Board of
Supervisors' Meeting**

The Board reviewed the minutes of the November 19, 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 November 19, 2024, Board of Supervisors' Meeting.

FOURTH ORDER OF BUSINESS

**Consideration of Public Facilities
Report**

Mr. Newton stated the Public Facilities Report is a report that the District must prepare every seven years. He noted the report was due at the end of 2024, and an abbreviated report was done because all work under the District's CIP is complete.

On motion by Ms. Kost, seconded by Ms. Duerr, with all in favor, the Board of Supervisors for the Greenway Improvement District approved the Public Facilities Report.

FIFTH ORDER OF BUSINESS

Appointment of Auditor Selection Committee

Ms. Walden noted for the record that Ms. Munroe joined the meeting in progress via phone at 2:32 p.m.

Ms. Walden stated the District is currently using Berger, Toombs, Elam, Gaines & Frank for auditing services, and the services are scheduled to end with the Fiscal Year 2024 audit. She explained the Board would need to appoint an Auditor Selection Committee to go through the process again for the next five years. District staff's recommendation is to appoint the five Board Members as the Auditor Selection Committee.

On motion by Ms. Duerr, seconded by Mr. Franko, with all in favor, the Board of Supervisors for the Greenway Improvement District approved Districts staff's recommendation to appoint the five Board Members as the Auditor Selection Committee.

SIXTH ORDER OF BUSINESS

Consideration of RFP for District Landscaping & Common Area Maintenance

Ms. Walden stated the agenda packet includes the ad that District staff will run as well as the evaluation criteria which District staff needs approved to begin the RFP process. She noted this is the same criteria the District used in the past, but the Board is open to make changes if they see fit.

There was a brief discussion regarding the RFP process.

On motion by Mr. Franko, seconded by Ms. Duerr, with all in favor, the Board of Supervisors for the Greenway Improvement District approved District staff to move forward with placing the RFP ad and utilizing the evaluation criteria as presented.

SEVENTH ORDER OF BUSINESS

Ratification of Operation and Maintenance Expenditures Paid in November 2024 in an amount totaling \$36,989.63

The Board reviewed O&M expenditures paid in November 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 Ms. Duerr, with all in favor, the Board of Supervisors for the Greenway Improvement District ratified the Operation and Maintenance Expenditures Paid in November 2024 in an amount totaling \$36,989.63.

EIGHTH ORDER OF BUSINESS

Ratification of Operation and Maintenance Expenditures Paid in December 2024 in an amount totaling \$40,352.30

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

On motion by Ms. Duerr, 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 December 2024 in an amount totaling \$40,352.30.

NINTH ORDER OF BUSINESS

Ratification of Requisition Nos. 34 – 35 (Series 2023) Paid in December 2024 in an amount totaling \$153.43

The Board reviewed Requisition Nos. 34 – 34. Ms. Walden noted these have already 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. 34 – 35 (Series 2023) Paid in December 2024 in an amount totaling \$153.43.

TENTH ORDER OF BUSINESS

Recommendation of Work Authorizations/Proposed Services

Ms. Walden stated the Work Authorization is from Berman in the amount of \$4,875.00 for asphalt maintenance.

Ms. Harmer stated this Work Authorization is in addition to the trail repairs. She noted this area was not indicated on the original report and has deteriorated since. Recommendation is to move forward with the work now as the District will save on mobilization costs as the vendor is out doing other maintenance.

There was a brief discussion regarding the trail maintenance project.

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 from Berman in the amount of \$4,875.00 for additional asphalt maintenance.

ELEVENTH ORDER OF BUSINESS

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

Ms. Walden stated the financials are updated through the end of December 2024. The District has expenses of just over \$131,000.00 versus an overall budget of \$638,000.00, which equates to approximately 21% of the total budget spent.

TWELFTH ORDER OF BUSINESS

Staff Reports

| | |
|----------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <u>District Counsel</u> – | Ms. Mackie stated the legislative sessions will be starting up soon and her team will provide a report, called Capital Conversations, where they provide information relative to proposed legislation that may affect special Districts, including the Greenway Improvement District. |
| <u>District Manager</u> – | Ms. Walden stated the next Board Meeting is Tuesday, February 18, 2025. |
| <u>District Engineer</u> – | No report. |
| <u>Landscape Supervisor</u> – | No report. |
| <u>Construction Supervisor</u> – | No report. |
| <u>Irrigation Supervisor</u> – | No report. |

THIRTEENTH ORDER OF BUSINESS

Supervisor Requests

Ms. Kost stated there is a visibility issue on the trail, coming around the corner near the water treatment area. She stated there are overgrown bushes that need to be trimmed back, and she can provide pictures if needed.

Ms. Kost stated she saw quite a few ant piles along the trail of Laureate Boulevard.

Ms. Kost stated she noticed Berman golf carts and motorized vehicles on the trails along Tavistock Lakes Boulevard.

The Berman team stated they would follow up on all of Ms. Kost's concerns.

Mr. Tinetti stated the lights are still not working on the bridge at Tavistock Lakes Boulevard. He noted that there are two lower lights and three tower lights not working.

Mr. Tinetti stated there are flags on the stop sign on Granger Avenue and Tavistock Lakes Boulevard that needs to be taken down as they are faded.

The Berman team stated they would follow up on Mr. Tinetti's concerns.

Mr. Tinetti asked about the fire hydrants and where that stands with the City. Mr. Wilson replied that he will follow up with Mr. Young.

Mr. Tinetti asked for an update on the IQ system status. Mr. Batten stated that most of them are up and running, but his team is still working on a few areas that should be finished soon, as those were not expired previously.

Mr. Tinetti asked for a follow up on the proposal for caulking the joints on the bridge. Ms. Harmer stated her team is waiting on proposals, as the team is looking to do all the Districts at one time.

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 January 21, 2025, Meeting of the Board of Supervisors for the Greenway Improvement District was adjourned.

Secretary/Assistant Secretary

Chair/Vice Chair

GREENEWAY IMPROVEMENT DISTRICT

**Minutes of the January 21, 2025,
Auditor Selection Committee Meeting**

GREENWAY IMPROVEMENT DISTRICT
AUDITOR SELECTION COMMITTEE MEETING MINUTES

FIRST ORDER OF BUSINESS

The Auditor Selection Committee Meeting for the Greenway Improvement District was called to order on Tuesday, January 21, 2025, at 2:48 p.m. at 6900 Tavistock Lakes Blvd., Ste 200, Orlando, FL 32827.

Present:

| | | |
|-------------------|------------------|-------------|
| Chad Tinetti | Committee Member | |
| Amanda Kost | Committee Member | |
| Karen Duerr | Committee Member | |
| Matthew Franko | Committee Member | |
| Antoinette Munroe | Committee Member | (via phone) |

Also, attending:

| | | |
|-------------------|-------------------------------------|-------------|
| Jennifer Walden | PFM | |
| Lynne Mullins | PFM | |
| Gazmin Kerr | PFM | (via phone) |
| Amanda Lane | PFM | (via phone) |
| Tucker Mackie | Kutak Rock | (via phone) |
| Jeffrey Newton | Donald W. McIntosh Associates, Inc. | |
| DJ Batten | Berman | |
| Samantha Sharenow | Berman | |
| Katie Harmer | Berman | |
| Chris Wilson | Tavistock | |

SECOND ORDER OF BUSINESS

Review and Approval of Audit Documents
a) Audit RFP Notice
b) Instructions to Proposers
c) Evaluation Criteria – with and without price

The Board reviewed the Audit RFP documents. Ms. Walden asked if the Board wished to approve evaluation criteria with or without price. Historically, the District has approved evaluation criteria to include price and that is District staff's recommendation.

On Motion by Ms. Duerr, second by Mr. Tinetti, with all in favor, the Auditor Selection Committee for the Greenway Improvement District approved the RFP and the Evaluation Criteria to include price.

THIRD ORDER OF BUSINESS

Adjournment

There was no further business to discuss. Ms. Walden requested a motion to adjourn.

On Motion by Ms. Duerr, second by Mr. Franko, with all in favor, the January 21, 2025, Meeting of the Auditor Selection Committee for Greenway Improvement District was adjourned.

Secretary/Assistant Secretary

Chair/Vice Chair

GREENEWAY IMPROVEMENT DISTRICT

**RFP for District Landscaping
& Common Area Maintenance**

Greenway Improvement District Evaluation Criteria

1. Technical Capability (30 points)

Considerations here include the geographic locations of the firm's office(s) in relation to the project; adequacy of equipment to perform the work in a high quality manner; adequacy and capabilities of labor available to perform the work according to the specifications; qualifications, training, and licenses/certifications of key personnel; evaluation of existing and future workload; the volume of work previously awarded to the firm; proposed detailed staffing levels, etc.

2. Experience (30 points)

The proposer's past record and experience in similar projects will be considered. Additional factors may include past performance on other projects, record and experience working for the references provided, observation of similar sites maintained by the firm, character, integrity, and reputation of respondent, etc.

3. Understanding of Scope of Work (10 points)

Points will be awarded based on the proposer's demonstrated understanding of the District's needs for the services requested and the level of detail provided in the proposal.

4. Price (30 points)

Points will be awarded to the proposer submitting the lowest total proposal for completing the work. All other proposals will receive a percentage of this amount based upon the difference between that proposer's proposal and the low proposal.

Total Points Possible (100 points)

GREENEWAY IMPROVEMENT DISTRICT

**Operation and Maintenance Expenditures
Paid in January 2025 in an amount totaling \$39,589.74**
(provided under separate cover)

GREENEWAY IMPROVEMENT DISTRICT

Requisition No. 36 (Series 2023)

Paid in January 2025 in an amount totaling \$47.65

(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)