

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

FIRST ORDER OF BUSINESS

The Board of Supervisors' Meeting for the Greenway Improvement District was called to order on Monday, December 18, 2018 at 3:03 p.m. at the 6900 Tavistock Lakes Blvd., Suite 200, Orlando, FL 32827. Members listed below constituted a quorum.

Richard Levey	Chair
Rob Adams	Vice-Chair
Damon Ventura	Assistant Secretary
Cristyann Courtney	Assistant Secretary

Also attending:

Lynne Mullins	Fishkind & Associates
Jeff Newton	Donald W. McIntosh Associates
Larry Kaufmann	Construction Supervisor
Scott Thacker	Construction Committee
Troy Davidson	Construction Committee
Chad Tinetti	Public (joined @ 3:08 p.m.)
Tucker Mackie	Hopping Green & Sams

SECOND ORDER OF BUSINESS

Public Comment Period

Mr. Levey announced that there were no public comments at this time.

THIRD ORDER OF BUSINESS

**Nominations for Vacant
Board Seats**

Mr. Ventura stated that he would like to nominate two Supervisors to replace himself and Mr. Adams. He stated that Chad Tinetti and Amanda Kost are both residents of Laureate Park and capable of fulfilling the responsibilities of District Board Supervisors.

Ms. Mackie stated that if the two residents are appointed, the District will not have a quorum because they are not currently present. Mr. Ventura asked if this consideration can be pushed to the end of the agenda. Ms. Mackie agreed.

FOURTH ORDER OF BUSINESS

**Consideration of Minutes of
the November 20, 2018
Board of Supervisors’
Meeting**

Board Members reviewed the minutes from the November 20, 2018 Board of Supervisors’ Meeting.

On Motion by Mr. Ventura, second by Mr. Adams, with all in favor, the Board of Supervisors for the Greenway Improvement District approved the minutes of the November 20, 2018 Board of Supervisors’ Meeting.

FIFTH ORDER OF BUSINESS

**Consideration of Resolution
2019-03, Election of
Officers- Deferred**

The Board will defer this to the end of the agenda as two new Supervisors will be appointed to the Board and they have not yet joined the meeting.

SIXTH ORDER OF BUSINESS

**Consideration of
Amendment to Engineering
Services**

Mr. Kaufmann presented a proposal from Donald W. McIntosh Associates, Inc. which requests updating the hourly rates for their work. Mr. Levey asked how it compares to the Developers’ rate schedule. Mr. Kaufmann replied that it is the same.

On Motion by Ms. Courtney, second by Mr. Adams with all in favor, the Board of Supervisors for the Greenway Improvement District approved the Amendment to Engineering Services with Donald W. McIntosh Associates, Inc.

SEVENTH ORDER OF BUSINESS

**Ratification of Requisition
Nos. 596 – 606 Approved in**

November 2018 in an amount totaling \$232,497.84

Board Members reviewed Requisition Nos. 596 – 606 Approved in November 2018 in an amount totaling \$232,497.84.

On Motion by Mr. Ventura, second by Mr. Adams, with all in favor, the Board of Supervisors for the Greenway Improvement District ratified Requisition Nos. 596 – 606 approved in November 2018 in an amount totaling \$232,497.84.

EIGHTH ORDER OF BUSINESS

Ratification of Operation and Maintenance Expenditures Paid in November 2018 in an amount totaling \$56,740.59

Board Members reviewed the Operation and Maintenance Expenditures paid in November 2018 in an amount totaling \$56,740.59.

On Motion by Mr. Ventura, second by Mr. Adams, with all in favor, the Board of Supervisors for the Greenway Improvement District ratified the Operation and Maintenance Expenditures paid in November 2018 in an amount totaling \$56,740.59.

Mr. Tinetti joined the meeting at 3:08 p.m.

NINTH ORDER OF BUSINESS

Recommendation of Work Authorizations/Proposed Services

Mr. Kaufmann had no work authorizations for this District.

TENTH ORDER OF BUSINESS

Review of District's Financial Position and

Budget to Actual YTD

Board Members reviewed the District’s statement of financial position. There was no action required.

The Board went back to the agenda item for the nomination of vacant Board seat 2.

On Motion by Mr. Ventura, second by Mr. Adams, with all in favor, the Board of Supervisors for the Greenway Improvement District nominated Chad Tinetti to Seat 2 on the Board of Supervisors.

Ms. Mullins administered the oath of office to Mr. Tenitti. Mr. Levey asked Ms. Mackie if the Board could push the election of officers until the next meeting since Ms. Kost is not present.

Ms. Mullins stated that the reason why it was on the agenda is because she needs to be named an officer of the District for signing purposes.

On Motion by Ms. Courtney, second by Mr. Ventura, with all in favor, the Board of Supervisors for the Greenway Improvement District added Ms. Mullins to the slate of officers as an Assistant Secretary.

Resolution 2019-03, Election of Officers will be deferred until the next meeting.

ELEVENTH ORDER OF BUSINESS

Staff Reports

District Counsel – No Report

District Manager – No Report

District Engineer – Mr. Newton circulated the Construction Contract Status Memorandum (Minutes Exhibit A). Nemours Parkway Phase 6 is complete and Nemours Parkway Phase 7 is just starting construction. Kellogg Avenue and Centerline Drive extensions are drawing to a close and anticipates the last lift of asphalt in mid-January.

Construction Supervisor – No Report

TWELFTH ORDER OF BUSINESS


**Supervisor and Audience
Comments & Adjournment**

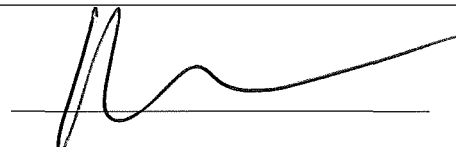
Ms. Mackie stated that the Board can make the additional appointment for seat 3, Ms. Kost does not need to be present to do so. Mr. Levey requested a motion to appoint Ms. Kost as Supervisor.

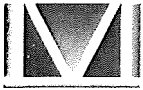
On Motion by Ms. Courtney, second by Mr. Ventura, with all in favor, the Board of Supervisors for the Greenway Improvement District appointed Amanda Kost to Seat 3 on the Board of Supervisors.

Ms. Kost will be administered the oath of office at a later time. Mr. Levey requested a motion to adjourn.

On Motion by Ms. Courtney, second by Mr. Ventura, with all in favor, the December 18, 2018 Meeting of the Board of Supervisors for the Greenway Improvement District was adjourned.


Secretary/Assistant Secretary


Chair/Vice Chair



**DONALD W. McINTOSH
ASSOCIATES, INC.**

MEMORANDUM

Exhibit A

DATE: December 18, 2018
TO: Greenway Improvement District
Board of Supervisors
FROM: Donald W. McIntosh Associates, Inc.
District Engineer
RE: Construction Contract Status

Dear Board Members,

Please accept this correspondence as a current summary of our construction contract status. Listed below by project is a brief summary of recent contract activity. Copies of the latest Change Order logs are attached.

CIVIL ENGINEERS

Nemours Parkway Phase 6 – Jr. Davis Construction, Inc. / BrightView

LAND PLANNERS

Construction Status: Final as-built surveys have been received from the Contractor and the final project certification was submitted to the City of Orlando on December 12, 2018.

SURVEYORS

Change Order (C.O.) Status: None at this time.

Recommended Motion: None at this time.

Nemours Parkway Phase 7 – Jr. Davis Construction, Inc.



Construction Status: The Contractor is continuing with the installation of the underground storm and sanitary sewer systems and has initiated installation of the pressure utilities (i.e., potable and reclaimed water systems). Revised shop drawings for the sanitary sewer lift station generator fuel tanks and components have been received and are under review by DWMA. DWMA received a response from the City Water Reclamation Division following a request that the City investigate leakage into an existing sanitary sewer manhole at the point of connection for the Phase 7 western sewer system. The City response indicated that the leakage is occurring at an existing pipe plug on the downstream side of the manhole. DWMA is continuing to coordinate with the Contractor and further observe the leakage during the connection to the downstream side of the existing manhole.

2200 Park Ave. North

Change Order (C.O.) Status: None at this time.

Winter Park, FL

Recommended Motion: None at this time.

32789-2355

Fax 407-644-8318

407-644-4068

**LAKE NONA SOUTH
Greenway Improvement District
Nemours Parkway Phase 6
Change Order Log
Jr. Davis**

C.O. #	Date	Description of Revision	Additional Days	Amount	Status	New Contract Amount Original Contract Date 8/17/17	To Board	Approval Date	Notes
						\$2,070,587.60			
1	7/10/2018	8" Directional Bore	0	\$ 10,874.88	Approved	\$ 2,081,462.48	7/17/2018	7/17/2018	
2	6/20/2018	Culvert Rail Installation	0	\$ 13,464.00	Approved	\$ 2,094,926.48	7/17/2018	7/17/2018	
3	7/16/2018	OCPS sidewalk revision	30	\$ 42,220.54	Approved	\$ 2,137,147.02	7/17/2018	7/17/2018	

**LAKE NONA SOUTH
Greeneway Improvement District
Nemours Parkway Phase 7
Change Order Log
Jr. Davis**

C.O. #	Date	Description of Revision	Additional Days	Amount	Status	New Contract Amount Original Contract Date	To Board	Approval Date	Notes
						\$5,721,337.59			

**LAKE NONA SOUTH
Greenway Improvement District
Kellogg Avenue Extension
Change Order Log
Dewitt Excavating**

C.O. #	Date	Description of Revision	Additional Days	Amount	Status	New Contract Amount Original Contract Date	To Board	Approval Date	Notes
						\$1,797,324.58			
<u>1</u>	7/12/2018	Developer Portion - Stabilize Construction Access Road and Import Fill	0	\$230,500.00	Approved	\$2,027,824.58	7/17/2018	7/17/2018	
<u>2</u>	8/1/2018	Add days to contract due to weather	8	\$ -	Approved	\$2,027,824.58	8/23/2018	8/23/2018	
<u>3</u>	9/14/2018	OUC Access Revision - electric and street lighting layout configuration - Kellogg Avenue Extension	0	\$ (2,146.88)	Approved	\$2,025,677.70	9/18/2018	9/18/2018	
4	9/14/2018	OUC Access Revision - electric and street lighting layout configuration - Hartwell Court Extension	0	\$ 65,127.18	Approved	\$2,090,804.88	9/18/2018	9/18/2018	
5	10/15/2018	Change of Oak Trees to Acer Rubrum		\$ (500.00)	Approved	\$2,090,304.88	10/16/2018	10/16/2018	
6	10/16/2018	Addition of compost to plant area for Canopy Trees only		\$ 1,691.88	Approved	\$2,091,996.76	11/19/2018	11/19/2018	