

**GREENEWAY 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 Tuesday, February 20, 2018 at 3:00 p.m. at 6900 Tavistock Lakes Blvd, Suite 200, Orlando, Florida 32827. Members listed below constituted a quorum.

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

Also attending:

Jennifer Walden	Fishkind & Associates
Jill Burns	Fishkind & Associates
Tucker Mackie	Hopping Green & Sams
Larry Kaufmann	Construction Supervisor
Jeff Newton	Donald W. McIntosh Associates
Stephen Flint	Tavistock Development
Scott Gasaway	Tavistock Development
Scott Thacker	Tavistock Development

SECOND ORDER OF BUSINESS

Public Comment Period

Mr. Levey explained that there is a public comment period for any matters related to the agenda. There were no public comments at this time.

THIRD ORDER OF BUSINESS

**Consideration of Minutes of
the January 16, 2018 Board
of Supervisors' Meeting**

Board Members reviewed the minutes from the January 16, 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 January 16, 2018 Board of Supervisors' Meeting, as presented.

FOURTH ORDER OF BUSINESS

Consideration of Minutes of the January 24, 2018 Board of Supervisors' Continued Meeting

Board Members reviewed the minutes from the January 24, 2018 Board of Supervisors' Continued Meeting.

On Motion by Mr. Ventura, second by Ms. Courtney, with all in favor, the Board of Supervisors for the Greenway Improvement District approved the minutes of the January 24, 2018 Board of Supervisors' Continued Meeting, as presented.

FIFTH ORDER OF BUSINESS

Consideration of Nemours Parkway Phase 7 Invitation to Bid

Mr. Kaufmann stated that Nemours Parkway Phase 7 is directly adjacent to Lake Nona Boulevard. The section runs up to the center section of ponds within Greenway. Mr. Kaufmann asked the Board for approval to bid out the plans. Mr. Levey stated that the Board needs a graphic showing where everything is and he asked if this is being paid from the construction fund or a Developer reimbursement. Mr. Kaufmann stated that it is a combination of the two. Mr. Levey asked if the District has a Funding Agreement with the Developer for the balance in funds. Mr. Kaufmann said that is correct. Mr. Levey asked if this will provide for continuous movement from Lake Nona Boulevard to Narcoossee. Mr. Kaufmann replied yes.

On Motion by Mr. Adams, second by Mr. Ventura, with all in favor, the Board of Supervisors for the Greenway Improvement District approved the Invitation to Bid for Lake Nona Nemours Parkway Phase 7.

SIXTH ORDER OF BUSINESS

Consideration of Landscape Improvement Proposals

Ms. Walden explained that these are for the eight intersections along Tavistock Lakes Boulevard that Mr. Flint deemed as deserving improvement based on conversations the Board had at the last meeting. Ms. Walden noted that the total of these improvements is in the amount of \$23,725.00. Ms. Walden reviewed the budget and noted that it seems a little tight but the District might be able to pull some funds from the stormwater control, entry and wall maintenance, and hardscape maintenance line items. Mr. Levey asked if the work has been completed. Mr. Flint responded that 99% of the work has been completed. Mr. Levey asked if the District had a budget going in or an estimate of cost. Mr. Gasaway said that the District did have an estimate of cost and moved forward at risk with the Developer's money because it was critically important to address the aesthetic issues for the overall community. Ms. Courtney added that it has definitely made a difference throughout the community. Ms. Walden noted that the budget is in the back of the agenda under financials if the Board wanted to review it. She noted that one of the other options is that there is enough money in the Infrastructure Capital Reserve account. If the Board felt it was necessary it could be pulled from there and then factored into the budget for Fiscal Year 2019. Mr. Kaufmann stated that the District is in the process of amending the current Capital Reserve to add some money to that. Ms. Mackie noted that this is typically a maintenance item that does not get added to the Capital Budget. She asked if these are all District rights-of-way that have been improved and if so would be District expenses. She asked how the District is dealing with the warranty issues. Mr. Flint said that it has been extended up to a year and BrightView will be maintaining it. Mr. Newton added that he did not confirm that these are CDD roads yet. A discussion took place about whether this is an upgrade or maintenance expense. Ms. Mackie stated that the remainder of the funds in the Capital account are for the remainder of the project. Mr. Levey asked about the use of the landscaping maintenance line item. Ms. Burns stated that is typically the monthly landscaping contract not the improvements and the District might not have received the invoice yet. Mr. Levey suggested taking the amount from the landscaping maintenance materials or contingency to keep it in that group. Mr. Ventura asked if this is the total list of the costs. Mr. Flint said that there are 4-5 trees the Board will probably want to replace soon but the work has not been done and it is not reflected on the list. Ms. Walden noted that the tree replacement would fall under the flower and plant line item. Mr. Gasaway mentioned that as the plants reach maturity they will need to be refreshed and replaced. The Board discussed increasing the budget for next year. Mr. Levey requested a motion to approve to the expenditures.

On Motion by Mr. Adams, second by Ms. Courtney, with all in favor, the Board of Supervisors for the Greenway Improvement District approved the Landscape Improvement Proposals with Brentwood Commercial Landscape, LLC in the amount of \$22,765.00 and BrightView Landscape Services in the amount of \$960.00.

SEVENTH ORDER OF BUSINESS

Ratification of Requisition Nos. 512 – 515 Approved in

January 2018 in an amount totaling \$110,032.27

Board Members reviewed Requisition Nos. 512 – 515 Approved in January 2018 in an amount totaling \$110,032.27.

On Motion by Mr. Ventura, second by Ms. Courtney, with all in favor, the Board of Supervisors for the Greenway Improvement District ratified Requisition Nos. 512 – 515 Approved in January 2018 in an amount totaling \$110,032.27.

EIGHTH ORDER OF BUSINESS

Ratification of Operation and Maintenance Expenditures Paid in January 2018 in an amount totaling \$81,809.72

Board Members reviewed the Operation and Maintenance Expenditures Paid in January 2018 in an amount totaling \$81,809.72.

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 January 2018 in an amount totaling \$81,809.72.

NINTH ORDER OF BUSINESS

Recommendation of Work Authorizations/Proposed Services

Mr. Kaufmann stated that there were 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. Ms. Walden noted that the District has expenses of \$238,000.00 vs. a budget of \$248,000.00 so the District is currently under budget by less than \$10,000.00 through January 2018. There was no action required.

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). He noted that for Nemours Parkway Phase 4 & 5, he is working through closeout on those. Nemours Parkway Phase 6 is under construction and construction for Kellogg Ave/Centerline Drive a notice of award was issued to DeWitt and all the contract documents and are ready to execute by the Chair.

Construction Supervisor – No Report

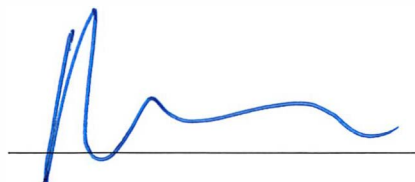
TWELFTH ORDER OF BUSINESS

**Supervisor and Audience
Comments & Adjournment**

There were no audience comments or Supervisor Requests.

On Motion by Mr. Adams, second by Ms. Courtney, with all in favor, the February 20, 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

DATE: February 20, 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 4 – Jr. Davis Construction, Inc. / Yellowstone Landscape Group

LAND PLANNERS

Construction Status: District Staff met with the Contractor and the Landscape Architect at the site on January 31, 2018, to review completion of the landscaping and irrigation punch list items. The Landscape Architect provided an updated punch list on February 6, 2018, following the site meeting. District Staff is coordinating with the Landscape Architect on the issuance of a Certificate of Substantial Completion subject to completion of the punch list correction items within a 30-day period.

SURVEYORS

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

Recommended Motion: None at this time.

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

Recommended Motion: None at this time.

Nemours Parkway Phase 5 – Jr. Davis Construction, Inc. / BrightView

Construction Status: The FDEP clearance for the water system was issued on December 21, 2017. District Staff received notification from the City Water Reclamation Division on February 12, 2018, that all sanitary sewer system deficiencies have been corrected. The paving was completed on February 16, 2018. A final walk through inspection with the City should occur before the end of February.

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

Recommended Motion: None at this time.

2200 Park Ave. North

Winter Park, FL

32789-2355

Fax 407-644-8318

407-644-4068

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Memorandum

*Re: Greenway Improvement District
Construction Contract Status*

February 20, 2018

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

Construction Status: Notice to Proceed was issued on December 18, 2017. The Contractor is substantially complete with the clearing and grubbing of the site. The installation of the new chain link fence is completed, the box culvert construction is in progress and the base was poured on February 12, 2018. Excavation of the stormwater pond expansion is in progress and site grading has commenced.

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

Recommended Motion: None at this time.

Lake Nona Kellogg Avenue Extension – DeWitt Excavation

Construction Status: A Notice of Award was issued on January 30, 2018, to DeWitt Excavation. Contract documents received and bond under review by City of Orlando. Ready for Chairman's signature.

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

Recommended Motion: None at this time.

Should there be any questions, please advise.

Thank you.

End of memorandum.

c: Mr. Larry Kaufmann
Jason Good, P.E.
Ms. Patrice Ragusa
Robin Persad

**LAKE NONA SOUTH
Greenway Improvement District
Nemours Parkway Phase 4
Landscape
Change Order Log
Yellowstone Landscape**

C.O. #	Date	Description of Revision	Additional Days	Amount	Status	New Contract Amount Original Contract Date	To Board	Approval Date	Notes
						\$ 143,604.74			
CO #1	11/28/2017	Per DixHite Landscope punchlist dated 7/21/17 - Item #10 to add a 1" control Valve (#21) to roadway.		\$ 455.59	Approved	\$ 144,060.33	10/17/2017		
CO#2	11/28/2017	Repair several broken 6" or 12" heads and 1" lateral lines due to heavy construction traffic.		\$ 501.34	Approved	\$ 144,561.67	10/17/2017		
CO #3	11/29/2017	Deduct Maintenance	0	\$ (11,220.00)	Approved	\$ 133,341.67	10/17/2017		

**LAKE NONA SOUTH
Greenway Improvement District
Nemours Parkway Phase 5
Change Order Log
Jr. Davis**

C.O. #	Date	Description of Revision	Additional Days	Amount	Status	New Contract Amount Original Contract Date 7/12/17	To Board	Approval Date	Notes
						\$3,023,146.05			
1	8/3/2017	Direct Owner Purchase - Materials Deductions	0		VOIDED	\$ 3,023,146.05	8/15/2017/REVISED AMOUNT TO 9/19/17	9/19/2017	Change order for (512,480.60) has been Voided
2	9/26/2017	Storm Revisions: DM-9 to Ex. DM-45 modified per revised plans dated 6/16/17; Street Lighting Conduit added per revised plans dated 6/16/17; Landscape Revisions issued 9/14/17 included; Signage & Striping Revisions issued 9-25-17 included.	0	\$ 19,374.95	Approved	\$ 3,042,521.00	10/17/2017	10/17/2017	
3	11/10/2017	Contract Calendar days extension New Substantial Completion Date January 27, 2018.	9	-	Approved	\$ 3,042,521.00	11/21/2017	11/21/2017	
4	1/23/2017	Direct Owner Purchase - Materials deductions for materials purchased by CDD		\$ (228,869.74)	Approved	\$ 2,813,651.26	1/16/2018	1/16/2018	

**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			

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

C.O. #	Date	Description of Revision	Additional Days	Amount	Status	New Contract Amount Original Contract Date	To Board	Approval Date	Notes