

**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 Tuesday, June 18, 2019 at 3:00 p.m. at 6900 Tavistock Lakes Blvd., Suite 200, Orlando, FL 32827. Members listed below constituted a quorum.

Richard Levey
Chad Tinetti
Alex Figuero

Chair
Vice-Chair
Assistant Secretary

Also attending:

Jennifer Walden
Lynne Mullins
Jeff Newton
Larry Kaufmann
Stephen Flint
Tucker Mackie

PFM
PFM
Donald W. McIntosh Associates
Construction Supervisor
Tavistock Development
Hopping Green & Sams (via phone)

SECOND ORDER OF BUSINESS

Public Comment Period

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

THIRD ORDER OF BUSINESS

**Consideration of Minutes of
the May 21, 2019 Board of
Supervisors' Meeting**

Board Members reviewed the minutes from the May 21, 2019 Board of Supervisors' Meeting.

On Motion by Mr. Tinetti, second by Mr. Figuero, with all in favor, the Board of Supervisors for the Greenway Improvement District approved the minutes of the May 21, 2019 Board of Supervisors' Meeting.

FOURTH ORDER OF BUSINESS

**Ratification of Release and
Termination of Temporary
Construction and Access
Easement Agreement**

Ms. Mackie stated this is a ratification item in connection with the acquisition of Nemours Parkway Phase 7 which the Board approved at last month's meeting. This makes for a smoother transition of the right-of-way to the City via final plat.

On Motion by Mr. Tinetti, second by Mr. Figuero, with all in favor, the Board of Supervisors for the Greenway Improvement District ratified the Release and Termination of Temporary Construction and Access Easement Agreement.

FIFTH ORDER OF BUSINESS

**Consideration of Request for
Qualifications for Professional
Structural Engineering
Services**

Mr. Newton stated there are two areas of Centerline Drive that the Board previously authorized McIntosh to design. These areas are going to need bridges or box culverts requiring a structural engineer to assist with the design. The total cost of these projects will exceed the statutory threshold requiring that the District bid it so we are asking to advertise for an RFQ similar to other disciplines we have done in the past. He added that with this process it will provide a ranked list. Mr. Tinetti asked why on the ranking sheet there is no mention of time or cost. Mr. Newton replied there is not currently a clearly defined scope of work for the projects so the consultants submitting cannot estimate time or cost. This process asks for their qualifications for structural engineering and then when the project is ready to proceed, the District will have a list of structural engineers from which they can choose. Ms. Mackie added that the District would go into negotiations with the top ranked bidder but if negotiations were not successful the District would be able to move down the list until they were successful. Discussion ensued regarding the wording for the RFQ ad and the evaluation criteria. Mr. Levey suggested changing the evaluation criteria to change the Personnel criteria to Company criteria and adding into the description of Company criteria designation as a certified minority business enterprise and the geographic location of the firm's office. He also suggested removing the verbiage for Lake Nona or other Community Development Districts under the Experience criteria.

On Motion by Mr. Tinetti, second by Mr. Figuero, with all in favor, the Board of Supervisors for the Greenway Improvement District approved the Request for Qualifications for Professional Structural Engineering Services subject to the Chairman reviewing and approving the final changes on the verbiage for the Evaluation Criteria as discussed.

SIXTH ORDER OF BUSINESS

**Ratification of Requisition
Nos. 654 – 657 & 2018-06 –
2018-14 Approved in May 2019
in an amount totaling
\$1,369,619.47**

Board Members reviewed Requisition Nos. 654 – 657 & 2018-06 – 2018-14 approved in May 2019 in an amount totaling \$1,369,619.47. Ms. Walden noted that these have already been approved and paid and just need to be ratified by the Board.

On Motion by Mr. Tinetti, second by Mr. Figuero, with all in favor, the Board of Supervisors for the Greenway Improvement District ratified Requisition Nos. 654 – 657 & 2018-06 – 2018-14 approved in May 2019 in an amount totaling \$1,369,619.47.

SEVENTH ORDER OF BUSINESS

**Ratification of Operation and
Maintenance Expenditures
Paid in May 2019 in the
amount totaling \$78,309.60**

Board Members reviewed the Operation & Maintenance expenditures paid in May 2019 in the amount totaling \$78,309.60. Ms. Walden noted that these have already been approved and paid and just need to be ratified by the Board.

On Motion by Mr. Tinetti, second by Mr. Figuero, with all in favor, the Board of Supervisors for the Greenway Improvement District ratified the Operation and Maintenance expenditures paid in May 2019 in the amount totaling \$78,309.60.

EIGHTH ORDER OF BUSINESS

**Recommendation of Work
Authorizations/Proposed
Services**

Mr. Kaufmann presented the work authorization from Central Florida Locating, Inc. for underground locates for new monuments in the amount of \$2,042.50.

Mr. Kaufmann presented the second work authorization from Donald W. McIntosh Associates, Inc. for additional services for topo and S&D for new irrigation connection and additional design for additional handicap ramp construction for Nemours Parkway Phase 1 in the amount of \$12,825.00.

On Motion by Mr. Tinetti, second by Mr. Figuero, with all in favor, the Board of Supervisors for the Greenway Improvement District approved the Work Authorization from Central Florida Locating, Inc. in the amount of \$2,042.50 and Donald W. McIntosh Associates, Inc. in the amount of \$12,825.00.

NINTH ORDER OF BUSINESS

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

Ms. Walden stated that no action is required. District staff is continuing to monitor the cash flow situation and the expenses each month.

TENTH ORDER OF BUSINESS

Staff Reports

- District Counsel –** No report.
- District Manager –** Ms. Walden noted that the next meeting is Tuesday, July 16, 2019.
- District Engineer –** Mr. Newton circulated the Construction Contract Status Memorandum (Minutes Exhibit A). Regarding Nemours Parkway Phase 6, the quad culvert erosion repair should start this week.

Nemours Parkway Phase 7 is complete and the first lift of asphalt is awaiting completion of acceptable sanitary and storm video inspections.

Lake Nona Kellogg Avenue Extension is complete and District staff is working on release of retainage.

Construction Supervisor – No Report

ELEVENTH ORDER OF BUSINESS

**Supervisor and Audience
Comments & Adjournment**

There were no Supervisor requests or audience comments. Dr. Levey requested a motion to adjourn.

On Motion by Mr. Tinetti, second by Mr. Figuero, with all in favor, the June 18, 2019 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: June 18, 2019
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

LAND PLANNERS

SURVEYORS

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

Construction Status: Contractor intends to commence work on the quad culvert erosion repair on or about June 20, 2019. The repair should be completed within 2-3 weeks of commencement.

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: Installation of underground storm and sanitary sewer systems and pressure utilities (i.e., potable and reclaimed water systems) have been completed. Video inspection of the sanitary sewers is ongoing and anticipated to be finalized by the end of June. Video inspection of the storm sewers has been completed but not yet submitted for review. Contractor has completed installation of curb and gutter and lime rock base. Application of prime coat is complete and the first lift of asphalt is awaiting completion of acceptable sanitary and storm video inspections.

2200 Park Ave. North

Winter Park, FL

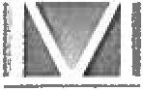
32789-2355

Fax 407-644-8318

407-644-4068

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

Recommended Motion: None at this time.



Memorandum
Re: Greenway Improvement District
Construction Contract Status
June 18, 2019
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Lake Nona Kellogg Avenue Extension – DeWitt Excavation

Construction Status: Retainage is expected to be released by the end of June.

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: Larry Kaufmann
Scott Thacker
Troy Davidson
Rene Schneider
Lance Jackson
Tarek Fahmy

**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			
<u>1</u>	7/10/2018	8" Directional Bore	0	\$ 10,874.88	Approved	\$ 2,081,462.48	7/17/2018	7/17/2018	
<u>2</u>	6/20/2018	Culvert Rail Installation	0	\$ 13,464.00	Approved	\$ 2,094,926.48	7/17/2018	7/17/2018	
<u>3</u>	7/18/2018	OCPS sidewalk revision	30	\$ 42,220.54	Approved	\$ 2,137,147.02	7/17/2018	7/17/2018	
<u>4</u>	5/20/2019	Erosion repair and expanded protection at the north and south ends of the quad 36" culverts	0	\$ 77,713.83	Approved	\$ 2,214,860.85	5/21/2019	5/21/2019	

**LAKE NONA SOUTH
Greenway 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
						\$6,312,276.78			
1	2/8/2019	Contract adjustment for revision to include scope of work for addendums/plans issued after bid date.		\$ 161,445.97	Approved	\$ 6,473,722.75	2/19/2019	2/19/2019	
2	5/20/2019	Add sanitary and reclaim service laterals intended to serve the Nemours Children's Hospital.		\$ 12,879.00	Approved	\$ 6,486,601.75	5/21/2019	5/21/2019	

**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			
1	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	
2	8/1/2018	Add days to contract due to weather	8	\$0.00	Approved	\$2,027,824.58	8/23/2018	8/23/2018	
3	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	0	-\$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	0	\$1,691.88	Approved	\$2,091,996.76	11/19/2018	11/19/2018	
7	2/4/2019	Credit for dirt not Imported	0	-\$124,608.00	Approved	\$1,967,388.76	2/19/2019	2/19/2019	
8	1/7/2019	Core and connection for SM07 - Soccer Field; Water Service Connection for Soccer Field and Water park	0	\$19,077.25	Approved	\$1,986,466.01	2/19/2019	2/19/2019	
9	2/6/2019	Stop sign and thermopaint	0	\$1,956.00	Approved	\$1,988,422.01	2/19/2019	2/19/2019	
10	2/19/2019	Change of street sign	0	\$750.00	Approved	\$1,989,172.01	3/19/2019	3/19/2019	