

**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, August 20, 2019 at 5:30 p.m. at Lake Nona Lakehouse, 13623 Sachs Avenue, Orlando, FL 32827. Members listed below constituted a quorum.

Richard Levey  
Chad Tinetti  
Alex Figuero  
Karen Duerr

Chair  
Vice-Chair  
Assistant Secretary  
Assistant Secretary

Also attending:

Jennifer Walden  
Lynne Mullins  
Jeff Newton  
Larry Kaufmann  
Scott Thacker  
Tucker Mackie  
Carlos Diaz  
Susanne Diaz  
Sean Turner  
Terri Turner  
Cristian Pagan-Rivera  
Cristian Figueroa

PFM  
PFM  
Donald W. McIntosh Associates  
Construction Supervisor  
Construction Committee  
Hopping Green & Sams  
Resident  
Resident  
Resident  
Resident  
Resident  
Resident

**SECOND ORDER OF BUSINESS**

**Public Comment Period**

Dr. Levey explained that there is a public comment period for any matters related to the agenda.

Mr. Diaz stated the bridge that had a car accident on it do you maintain it. Dr. Levey responded yes. Mr. Kaufmann stated we are aware of it and in the processing of repairing it.

**THIRD ORDER OF BUSINESS**

**Consideration of Minutes of  
the June 18, 2019 Board of  
Supervisors' Meeting**

Board Members reviewed the minutes from the June 18, 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 June 18, 2019 Board of Supervisors' Meeting.

#### **FOURTH ORDER OF BUSINESS**

#### **Consideration of Recommendation of Construction Committee for Professional Structural Engineering Services**

Mr. Kaufmann stated the Board authorized staff to advertise for structural engineering services to provide design of walls, box culverts, bridges and/or other structural elements of various project. Three proposals were received and you will find a ranking chart by the Construction Committee in your agenda packet. General discussion ensued.

On Motion by Ms. Duerr, second by Mr. Figuero, with all in favor, the Board of Supervisors for the Greenway Improvement District adopted the rankings provided by the Construction Committee for Professional Structural Engineering Services as AVCON ranked as #1, Florida Bridge & Transportation as #2 and McLaren as #3

#### **FIFTH ORDER OF BUSINESS**

#### **Consideration of District Website/ADA Auditing Services Proposals** - a) ADA Site Compliance** - b) Campus Suite** - c) Community XS** - d) V Global Tech**

Ms. Walden noted we have for the Board's consideration District Website/ADA Auditing Services Proposals. We received four proposals, ADA Site Compliance, Campus Suite, Community XS and V Global Tech, each proposal requires to convert the website which is an additional cost. The Board reviewed the different proposals..

On Motion by Mr. Tinetti, second by Mr. Figuero, with all in favor, the Board of Supervisors for the Greenway Improvement District approved V Global Tech for District Website/ADA Auditing Service and authorize staff to work with the Chair to execute an agreement.

#### **SIXTH ORDER OF BUSINESS**

#### **Public Hearing on the Adoption of the District's Annual Budget** - a) Public Comments and Testimony** - b) Board Comments** - c) Consideration of Resolution 2019-07, Adopting the Fiscal**

**Year 2020 Budget and  
Appropriating Funds**

Ms. Walden noted for the record that the budget was sent to the City and County at least 60 days prior to today's public hearing and the public hearing has been advertised in the newspaper as required by Florida Statute and mailed notice was also sent out. Dr. Levey requested a motion to open the public hearing.

On Motion by Ms. Duerr, second by Mr. Tinetti, with all in favor, the Board of Supervisors for the Greenway Improvement District opened the Public Hearing.

Ms. Walden noted the budget is an exhibit to Resolution 2019-07 behind Tab 4 and is the same budget you saw and approved preliminary back in May of \$911,167.85.

Mr. Tinetti wanted to know why District Counsel fees increased by 27%. Ms. Mackie stated the hourly rate hasn't changed and if those costs aren't incurred you the District doesn't remit those funds to HGS.

Mr. Figuero wanted to know about the Interchange maintenance and the fluctuation in cost. Mr. Thacker stated that we had budgeted last year for a large project to replace some of that infrastructure. The scope of that changed and we didn't have to do as much as we planned.

Hearing no other comments Dr. Levey requested a motion to close the public hearing.

On Motion by Ms. Duerr, second by Mr. Tinetti, with all in favor, the Board of Supervisors for the Greenway Improvement District closed the Public Hearing.

Dr. Levey requested a motion to approve Resolution 2019-07.

On Motion by Ms. Duerr, second by Mr. Figuero, with all in favor, the Board of Supervisors for the Greenway Improvement District approved Resolution 2019-07, Adopting the Fiscal Year 2020 Budget and Appropriating Funds.

**SEVENTH ORDER OF BUSINESS**

**Public Hearing on the  
Imposition of Special  
Assessments**

- a) Public Comments and  
Testimony**
- b) Board Comments**
- c) Consideration of  
Resolution 2019-08,  
Imposing Special  
Assessments and  
Certifying an  
Assessment Roll**

Ms. Walden noted this is to consider the imposition of special assessments upon the lands located within the District to fund the proposed budget for FY 2020, to certify an assessment roll and to provide for the levy, collection and enforcement of assessments. The public hearing was advertised in the newspaper as required by Florida Statute and mailed notices were sent out to Landowners as required per Statute.

On Motion by Ms. Duerr, second by Mr. Figuero, with all in favor, the Board of Supervisors for the Greenway Improvement District opened the Public Hearing.

Dr. Levey called for public comments. Hearing none, he requested a motion to close the public hearing.

On Motion by Ms. Duerr, second by Mr. Tinetti, with all in favor, the Board of Supervisors for the Greenway Improvement District closed the Public Hearing.

Dr. Levey requested a motion to approve Resolution 2019-08.

On Motion by Ms. Duerr, second by Mr. Tinetti, with all in favor, the Board of Supervisors for the Greenway Improvement District approved Resolution 2019-08, Imposing Special Assessments and Certifying an Assessment Roll.

#### **EIGHTH ORDER OF BUSINESS**

**Ratification of Requisition  
Nos. 658 & 2018-15 – 2018-17  
Approved in June 2019 in an  
amount totaling \$126,615.40**

Board Members reviewed Requisition Nos. 658 & 2018-15 – 2018-17 approved in June 2019 in an amount totaling \$126,615.40. 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. 658 and 2018-15 - 2018-17 approved in June 2019 in an amount totaling \$126,615.40.

#### **NINTH ORDER OF BUSINESS**

**Ratification of Requisition  
Nos. 659 – 662 & 2018-18 – 23  
Approved in July 2019 in an  
amount totaling \$380,937.66**

Board Members reviewed Requisition Nos. 659 – 662 & 2018-18 – 23 approved in July 2019 in an amount totaling \$380,937.66. Ms. Walden noted that these have already been approved and paid and just need to be ratified by the Board.

On Motion by Ms. Duerr, second by Mr. Figuero, with all in favor, the Board of Supervisors for the Greenway Improvement District ratified Requisition Nos. 659 – 662 & 2018-18 – 23 approved in July 2019 in an amount totaling \$380,937.66.

#### **TENTH ORDER OF BUSINESS**

#### **Ratification of Operation and Maintenance Expenditures Paid in June 2019 in the amount totaling \$65,558.87**

Board Members reviewed the Operation & Maintenance expenditures paid in June 2019 in the amount totaling \$65,558.87. 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 June 2019 in the amount totaling \$65,558.87.

#### **ELEVENTH ORDER OF BUSINESS**

#### **Ratification of Operation and Maintenance Expenditures Paid in July 2019 in the amount totaling \$61,239.30**

Board Members reviewed the Operation & Maintenance expenditures paid in July 2019 in the amount totaling \$61,239.30. 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 July 2019 in the amount totaling \$61,239.30.

#### **TWELFTH ORDER OF BUSINESS**

#### **Recommendation of Work Authorizations/Proposed Services**

Mr. Kaufmann stated that there were no work authorizations for this District.

## **THIRTEENTH 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 \$629,000.00 vs. a Budget of \$684,000. The District is currently under budget through July 2019 by roughly \$55,000.00. There was no action required

## **FOURTEENTH ORDER OF BUSINESS**

## **Staff Reports**

### **District Counsel –**

No report.

### **District Manager –**

Ms. Walden noted that the next meeting is Tuesday, September 17, 2019.

### **District Engineer –**

Mr. Newton circulated the Construction Contract Status Memorandum (Minutes Exhibit A). Nemours Parkway Phase 6 weather continues to delay Contractor's commencement of work on the quad culvert erosion repair; however, the erosion continues to expand.

Nemours Parkway Phase 7 substantial completion is anticipated in late September or early October.

With the Lake Nona Kellogg Avenue Extension there is an ongoing drainage issue that is causing intermittent flooding of Centerline Drive. DWMA has analyzed the matter and offered two alternative solutions:

1. Expand and deepen the temporary ditch along the north side of Centerline Drive and cut notches and/or orifices in the existing drainage structures within the ditch. This solution is likely the more expeditious alternative but could be an ongoing maintenance issue (erosion, mowing with soggy ditch bottom, etc.) and is more prone to failure due to construction debris blocking the structures. This would not be our recommendation as the District Engineer.
2. Install the underground drainage pipes and structures that will ultimately be required with the northerly extension of Centerline Drive. The cost of this alternative has been quoted at \$202,994.27 by the Contractor. We recommend this alternative as it implements the improvements that are contained within the District's CIP and offers a permanent highly reliable solution. This would be our recommendation as the District Engineer.

On Motion by Mr. Tinetti, second by Mr. Figuero, with all in favor, the Board of Supervisors for the Greenway Improvement District approved the Change Order No. 11 in the additive amount not to exceed \$210,000.00 and authorize District Engineer, after further review and negotiation with the Contractor, to execute such Change Order on behalf of the District.

### **Construction Supervisor –**

No Report

**FIFTEENTH ORDER OF BUSINESS**

**Supervisor and Audience  
Comments & Adjournment**

Mr. Pagan-Rivera asked about the sidewalk and who was responsible for them, he didn't think you were able to get a certificate of occupancy if the sidewalk wasn't complete. Mr. Kaufmann stated he would look into this further.

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

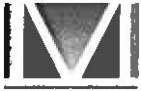
On Motion by Ms. Duerr, second by Mr. Figuero, with all in favor, the August 20, 2019 Meeting of the Board of Supervisors for the Greenway Improvement District was adjourned.



Secretary/Assistant Secretary



Chair/Vice Chair



## MEMORANDUM

# EXHIBIT A

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

DATE: August 20, 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:** Weather continues to delay Contractor's commencement of work on the quad culvert erosion repair; however, the erosion continues to expand. If construction doesn't commence soon, it is Devo's opinion that interim stabilization measures should be implemented. Once commenced, the repair should be completed within 2-3 weeks.

**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:** Video inspection of the sanitary sewers has been completed and City review comments have been received and were transmitted to the contractor on 7/2/19. Video inspection of the storm sewers have been completed and City review comments have been received and were transmitted to the contractor on 7/9/19. Repairs of deficient segments of pipe have been completed per City's authorized method and we are currently awaiting City re-video and review of completed repairs and confirmation. Contractor has completed installation of curb and gutter, limerock base and the first lift of asphalt. Landscaping is 80% complete. Substantial completion is anticipated in late-September or early-October.

**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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<http://www.dwma.com>





*Memorandum*

*Re: Greenway Improvement District*

*Construction Contract Status*

*August 20, 2019*

*Page 2*

**Lake Nona Kellogg Avenue Extension – DeWitt Excavation**

**Construction Status:** There is an ongoing drainage issue that is causing intermittent flooding of Centerline Drive. DWMA has analyzed the matter and offered two alternative solutions:

1. Expand and deepen the temporary ditch along the north side of Centerline Drive and cut notches and/or orifices in the existing drainage structures within the ditch. The cost of this alternative has been quoted as \$66,900.62 by the Contractor. This solution is likely the more expeditious alternative but could be an ongoing maintenance issue (erosion, mowing with a soggy ditch bottom, etc.) and is more prone to failure due to construction debris blocking the structures. Additionally, the entire cost of this alternative is associated with an interim condition that will be removed upon the northerly extension of Centerline Drive in 12-18 months.
2. Install the underground drainage pipes and structures that will ultimately be required with the northerly extension of Centerline Drive. The cost of this alternative has been initially quoted as \$202,994.27 by the Contractor. While this solution is more costly and will likely take longer to implement, it is included in the District's CIP and the current expense will largely be offset by a corresponding cost reduction with the Centerline Drive extension that is planned for construction within the next 12-18 months. Additionally, this alternative is less susceptible to failure from construction debris and requires little or no ongoing maintenance.

Based on the fact that the second alternative implements improvements that are contained within the District's CIP and offers a permanent and highly reliable solution to the current drainage issue, it is the District Engineer's recommendation that the Board authorize the second alternative.

**Change Order (C.O.) Status:** Change Order No. 11 in the additive amount of \$202,994.27 for permanent drainage improvements along the future northerly extension of Centerline Drive.

**Recommended Motion:** Approve Change Order No. 11 in an additive amount not to exceed \$210,000.00 and authorize the District Engineer, after further review and negotiation with the Contractor, to execute such Change Order on behalf of the District.

Should there be any questions, please do not hesitate to call.

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
						<b>\$2,070,587.00</b>			
<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>	7/16/2018	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
						<b>16,312,276.78</b>			
<u>1</u>	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	
<u>2</u>	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
						<b>\$1,797,324.58</b>			
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 thenopaint	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	



PROJECT NAME: Kellogg Ditch Redesign No Haul

DATE: 8/12/2019

14463 W. Colonia Drive • Winter Garden, FL 34787 • (o) 407-636-1799 • (f) 407-656-0552

Description	Quantity	Unit	Unit Price	Total
<b>General Conditions</b>				
Supt, Mobilization, GC	1.0	LS	\$ 18,525.00	\$ 18,525.00
Construction Layout (by Owner)	-	LS	\$ -	\$ -
Certified As-built Drawings (by Owner)	-	LS	\$ -	\$ -
<b>General Conditions</b>				<b>\$ 18,525.00</b>
<b>Erosion Control &amp; Maintenance</b>				
Silt Fence Install only	1,500.0	LF	\$ 2.17	\$ 3,255.00
<b>Erosion Control &amp; Maintenance</b>				<b>\$ 3,255.00</b>
<b>Earthwork &amp; Grading</b>				
Pond Exc to Stockpile	2,800.0	CY	\$ 3.06	\$ 8,568.00
Final Grading Pond Slopes	6,160.0	SY	\$ 0.59	\$ 3,634.40
Dewatering	1.0	LS	\$ 12,038.82	\$ 12,038.82
Sod Pond Slopes	4,620.0	SY	\$ 2.73	\$ 12,612.60
<b>Earthwork &amp; Grading</b>				<b>\$ 36,853.82</b>
<b>Storm System</b>				
Rubble Rip Rap	22.0	SY	\$ 201.15	\$ 4,425.30
Modify Control Structures	2.0	Ea.	\$ 1,920.75	\$ 3,841.50
<b>Storm System</b>				<b>\$ 8,266.80</b>
<b>Total</b>				<b>\$ 65,900.62</b>

Dewatering includes 3 weeks of pump time. Any additional time will be charged at \$600.00 per week

Payment and Performance Bond

Add 1%



**PROJECT NAME: Kellogg Ditch Redesign Storm Pipe**

**DATE: 8/20/2019**

**14463 W. Colonial Drive • Winter Garden, FL 34787 • (o) 407-656-1799 • (f) 407-656-0552**

Description	Quantity	Unit	Unit Price	Total
<b>General Conditions</b>				
Supt, Mobilization, GC	1.0	LS	\$ 29,900.00	\$ 29,900.00
Construction Layout (by Owner)	-	LS	\$ -	\$ -
Certified As-built Drawings (by Owner)	-	LS	\$ -	\$ -
<b>General Conditions</b>				<b>\$ 29,900.00</b>
<b>Erosion Control &amp; Maintenance</b>				
Silt Fence Install only	1,560.0	LF	\$ 2.17	3,385.20
<b>Erosion Control &amp; Maintenance</b>				<b>\$ 3,385.20</b>
<b>Dewatering &amp; Grassing</b>				
Dewatering	1.0	LS	\$ 12,313.05	12,313.05
Seed and Mulch	4,620.0	SY	\$ 1.30	6,006.00
<b>Dewatering &amp; Grassing</b>				<b>\$ 18,319.05</b>
<b>Storm System</b>				
Core into Existing Inlet	2.0	Ea.	\$ 3,182.08	6,364.16
42" RCP (8 - 10')	360.0	LF	\$ 135.28	48,700.80
48" RCP (10 - 12')	416.0	LF	\$ 166.20	69,139.20
Type 6 Curb Inlet (no top)	3.0	Ea.	\$ 5,823.35	17,470.05
Storm Manhole	1.0	Ea.	\$ 6,185.01	6,185.01
Clean/Inspection	776.0		\$ 4.55	3,530.80
<b>Storm System</b>				<b>\$ 151,390.02</b>
<b>Total</b>				<b>\$ 202,994.27</b>

Dewatering includes 3 weeks of pump time. Any additional time will be charged at \$600.00 per week

**Payment and Performance Bond**

**Add 1%**