

**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 Monday, June 15, 2015 at 3:30 p.m. at 9801 Lake Nona Road, Orlando, FL 32827. Members listed below constituted a quorum.

Richard Levey	Chair
Rob Adams	Vice Chair
Damon Ventura	Assistant Secretary

Also attending:

Michael Eckert	Hopping Green & Sams
John Florio	Donald W. McIntosh Associates
Joe MacLaren	Fishkind & Associates
Brad Reed	Fishkind & Associates
Doris Houck	Fishkind & Associates
Mitch Smyke	Residents
Elizabeth Smyke	Residents

SECOND ORDER OF BUSINESS

Public Comment Period

No members of the public wished to speak at this time.

THIRD ORDER OF BUSINESS

**Consideration of Minutes of
the May 18, 2015 Board of
Supervisors' Meeting**

Board Members reviewed the minutes from the May 18, 2015 Board of Supervisors' meeting. Mr. Florio provided edits.

On Motion by Mr. Levey, second by Mr. Ventura, with all in favor, the Board of Supervisors for the Greenway Improvement District approved the minutes of the May 18, 2015 Board of Supervisors' meeting, as corrected.

FOURTH ORDER OF BUSINESS

**Discussion Related to the
Proposed O&M Budget for
Fiscal Year 2015-2016
-Tabled**

FIFTH ORDER OF BUSINESS

**Authorization to Provide
Mailed and Published
Notice of FY 2015-2016
O&M Assessment Hearing
-Tabled**

SIXTH ORDER OF BUSINESS

**Consideration of
Acquisition of Right-of-Way
for Portions of Nemours
Parkway and Lift Station 3
to Support Laureate Park
Phase 6**

- A) Deed to Greenway
CDD for Lift Station
Parcel**
- B) Deed to Greenway
CDD for Nemours
Parkway Phase 2**
- C) Deed to Greenway
CDD for Nemours
Parkway Phase 3**
- D) Permanent Drainage
Easement**
- E) Temporary Utility
Easement**
- F) Temporary Access
License**

Mr. Florio reminded the Board that for Laureate Park Phase 6 there are several sections of Roadway that the District will complete including Nemours Parkway and the construction of the Lift Station. Consistent with the District's prior agreements the District can acquire that Right-of-Way prior to construction. It's a total of 2.789 acres. The total for the three parcels would be 2.789 acres at \$75,000 or \$209,175.00. This per acre purchase price is well below the last appraisal the District received. This project is in permitting now. Bond money is in place to construct the improvements. As approvals are received the goal is to begin construction. Included in the agenda package are the forms of the three deeds that the District would need. Also included are a permanent drainage easement, and a temporary utility easement. Mr. Eckert requested a motion to

authorize acquisition of two Right-of-Way pieces and the Lift Station not to exceed \$209,175.00 and authorize staff and Chair to prepare and execute the documents necessary to reflect that transaction.

On Motion by Mr. Levey, second by Mr. Ventura, with all in favor, the Board of Supervisors for the Greenway Improvement District authorized the acquisition of two Right-of-Way parcels and the Lift Station parcel not to exceed \$209,175.00 and authorized staff and Chair to prepare and execute the documents necessary to reflect that transaction.

SEVENTH ORDER OF BUSINESS

Consideration of Requisition Nos. 256-261 Approved in May 2015 in the Amount Totaling \$91,888.67

Board Members reviewed Requisition Nos. 256 - 261 in the amount of \$91,888.67. There were no questions or comments.

On Motion by Mr. Adams, second by Mr. Ventura, with all in favor, the Board of Supervisors for the Greenway Improvement District ratified payment of Requisition Nos. 256 - 261 in the amount totaling \$91,888.67.

EIGHTH ORDER OF BUSINESS

Consideration of Operation and Maintenance Expenditures Paid in May 2015 in the amount of \$32,064.79

Board Members reviewed the expenditures in the amount of \$32,064.79 paid in May 2015. There were no questions or comments.

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 May 2015 in the amount totaling \$32,064.79.

NINTH ORDER OF BUSINESS

**Recommendation of Work
Authorization/Proposed
Services**

Mr. Kaufmann stated that he does not have work authorizations to present at this time.

TENTH ORDER OF BUSINESS

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

Board Members reviewed the Statement of Financial Position and Budget to Actual YTD. No action required.

ELEVENTH ORDER OF BUSINESS

Staff Reports

District Engineer – Mr. Florio presented a Construction Status Memorandum dated June 15, 2015 (Minutes Exhibit A). No action required at this time. Construction is all complete and they are waiting on close out items. On Laureate Boulevard sections 7&8 is the section that WLW completes. The roadway is complete and is open to traffic. There is one outstanding item which relates to the City not accepting some repairs that were made to the trail on the North side of the roadway by the Contractor. There is a debate between the Contractor and the District regarding whose fault that was and who should have to pay for it. The Contractor's position is that there is a lot of damage he feels was done by the landscape contractors who came in subsequent. Mr. Florio asked the Contractor to proffer a proposal for what they believe it will take to complete the work. The Contractor did that Friday at a total of \$10,900.00. Mr. Florio has not had the opportunity to go through it or to sit with the Contractor and go through those details. That is an outstanding item that needs to be worked through with the City and the Contractor. A discussion took place.

Mr. Florio handed out a draft letter that relates to the Nemours Parkway discussion the Board just had. The Landscape and Irrigation improvements for Nemours Parkway and the Developer roadways that will be part of Nemours Parkway bid package which the board previously authorized and which is out for bid now and coming in at the end of the month does not include landscape and irrigation as part of the roadway project. Mr. Florio crafted a letter that would invite preselected known landscape and irrigation Contractors to submit bid proposals to the Board for their landscape and

irrigation construction and the first year maintenance under warranty. At the same time an addendum is proposed to be issued to the roadway bidders advising them that the Board is bidding this project at present and the District's intent is to hand the landscape and irrigation contract to the roadway contractor to manage and supervise. The district is asking the roadway contractor to put in an amount to supervise the landscape and irrigation contractor so the District can improve coordination and eliminate finger-pointing between contractors. Mr. Florio stated that Mr. Eckert and he have worked together on the concept. Mr. Florio drafted the letter. He requested approval to advertise subject to Mr. Eckert's approval of the letter. Mr. Florio suggested approval of the letter to request proposals for Landscape and Irrigation construction for the Laureate Park Phase 6 Off-Site Roadways and Lift Station subject to approval from Mr. Eckert. Mr. Florio answered all Board comments. Mr. Eckert requested the Board authorize staff to distribute an informal request for proposals for the Landscape and irrigation construction for Phase 6.

On Motion by Mr. Ventura, second by Mr. Adams, with all in favor, the Board of Supervisors for the Greenway Improvement District approved the letter to request proposals for Landscape and Irrigation construction for the Laureate Park Phase 6 Off-Site Roadways and Lift Station subject to approval from Mr. Eckert.

Construction Supervisor – No report.

District Counsel – He updated that Board that if the District increases the total amount of the assessment levy the District needs to provide notice.

District Manager – The next meeting is July 20, 2015 at this location. Ms. Houck reminded Board Members to file their financial disclosures.

TWELFTH ORDER OF BUSINESS

Supervisor and Audience Comments & Adjournment

Mr. Smyke asked who is responsible for putting in the sidewalks. He wasn't sure if the District put in the sidewalk in the builder. Mr. Smyke stated that he had a problem with his sidewalk. He provided a photograph. Mr. Florio stated the only sidewalk, roadway, and trail improvements that are the responsibility of the District are for are the major infrastructure improvements in the

boulevards. The Developer built the sidewalks in mew because the lots were sold to different builders and it was an individual responsibility. Mr. Adams asked Mr. Smyke to give him his address and he will have someone look at it. Mr. Smyth said that he sent emails to Mr. Reed and Ms. Shepherd they initially did not answer because they were researching it. Mr. Smyke said that the builder stripped the mew and re-sodded it which took care of a little bit of the issue but not a lot. Mr. Smyth stated that there is something wrong with that quadrant of the mew and right in front of the house is a dip in the sidewalk which helps collect additional water. A discussion took place. Mr. Florio stated that there is a little bit of dispute whether the land was graded correctly. Mr. Adams stated he will set a time to meet at Mr. Smyke's residence and figure out what they need to do. Mr. Adams will provide his business card so that Mr. Smyth and Mrs. Smyke can reach him directly. There was no other discussion

Mr. MacLaren suggested a motion to adjourn. There was no objection.

On Motion by Mr. Levey, Second by Mr. Adams, with all in favor, the June 15, 2015 meeting of the Board of Supervisors for the Greenway Improvement District was adjourned.

Secretary/Assistant Secretary

Chair/Vice Chair