

**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, July 20, 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:

Larry Kaufmann	Tavistock
Michael Eckert	Hopping Green & Sams
John Florio	Donald W. McIntosh Associates
Joe MacLaren	Fishkind & Associates
Brad Reed	Fishkind & Associates
Doris Houck	Fishkind & Associates
Annabelle Eckert	Member of the Public

**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 June 15, 2015 Board of  
Supervisors' Meeting**

Board Members reviewed the minutes from the June 15, 2015 Board of Supervisors' meeting. There were no 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 June 15, 2015 Board of Supervisors' meeting, as presented.

**FOURTH ORDER OF BUSINESS**

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

The District's previous budget called for revenues of \$400,000.00. Mr. MacLaren believes that is an underestimate of the amount of O & M assessment revenues required by the District. Ms. Lane discovered she was using some of the reserves as a carry forward when it should be kept in reserves. The new estimated amount of O & M on roll assessments are \$500,838.00. It will cause a slight increase in the District's O & M assessment levels from last year but it will still be lower than where it was when advertised a few years ago. Mr. Adams asked about the changes between the proposed budget at the last meeting and this one. The carry forward was reduced and then some of the funds were flowed into carry forward reserves. Mr. MacLaren noted that reserves need to be building up over time each year. Mr. MacLaren had to put some of the carry forward back into the District's reserve funding. Mr. MacLaren noted that a few years ago Mr. Kauffman and the Construction Committee came up with a set amount a couple of years ago which is approximately \$20,000.00 per year of Capital Infrastructure Reserve that the District will be building up over time. Mr. Florio noted that is for maintenance related items on improvements that the District actually retains. The District under-funded the reserve in previous years. Mr. MacLaren noted that assessments for unplatted lots are collected off roll. Mr. Ventura asked to see the reserve analysis. Mr. Adams asked if it needs approved today. Mr. Eckert explained that he believes that the District needs to mail notice regardless because the District has had some new plats processed and there is a new unit type that is in the estate home lot. The District must finalize the budget by September 15, 2015 allowing additional time for the investigation, if needed. Mr. MacLaren will include in the mailed notice the opportunity to call or email him with concerns or complaints about the budget.

**FIFTH ORDER OF BUSINESS**

**Consideration of Resolution  
2015-07 Declaring Special  
Assessments**

The numbers will be filled in and items 3 and 4 are consistent with the budget that the Board just discussed earlier in the meeting.

On Motion by Mr. Adams, second by Mr. Ventura, with all in favor, the Board of Supervisors for the Greenway Improvement District approved Resolution 2015-07, Declaring Special Assessments.

**SIXTH ORDER OF BUSINESS**

**Consideration of Resolution  
2015-08, Setting a Public**

**Hearing Date for the Levy of  
O & M Assessments**

Mr. MacLaren recommended the Date of August 31, 2015 at 3:30 p.m. at the Valencia College - Lake Nona Campus, 12350 Narcoossee Road, Room, 120, Orlando, Florida 32832.

On Motion by Mr. Adams, second by Mr. Ventura, with all in favor, the Board of Supervisors for the Greenway Improvement District approved Resolution 2015-08, setting August 31, 2015 at 3:30 p.m. at the Valencia College - Lake Nona Campus, 12350 Narcoossee Road, Room 120, Orlando, Florida 32832 for the Public Hearing Date for the Levy of O & M Assessments.

**SEVENTH ORDER OF BUSINESS**

**Consideration of Cost Share  
Agreement Between the  
District and Lake Nona  
Land Company, LLC for  
Construction of  
Infrastructure  
Improvements**

Mr. Eckert prepared the cost share agreement and explained that the agreement relates to Lake Nona South Laureate Park Phase 6, the offsite roadways and lift station. Mr. Eckert explained that essentially there is a District project that includes some roadways and lift station and some Developer roadways, as well. The concept is to have one contract with the Contractor but that there will be separate pay applications issued. One pay application will be for the Developer work and a different pay application will be for the CDD work. The cost share agreement splits the responsibility in terms of payment and allows working together rather than having two separate projects.

On Motion by Mr. Adams, second by Mr. Ventura, with all in favor, the Board of Supervisors for the Greenway Improvement District approved the Coast Share Agreement between the District and Lake Nona Land Company, LLC for Construction and Infrastructure Improvements.

Mr. Adams thought that there was going to be a drainage easement agreement prepared for this meeting. Mr. Florio stated that the final documentation on that has not been routed for review. Mr. Florio said that there are a number of easements between the Developer and the purchaser of Parcel 27A. There are a few of those easements that the District needs the ability to dedicate to the City when they complete Nemours Parkway. Mr. Florio had discussions with the Developer's Counsel and District Counsel asking for the ability to get an assignment of those easements so that in the event that the District builds Nemours Parkway if the City requires easements on drainage system

to the outfall the District could deliver those. The District has not yet seen the finals of that. Mr. Kaufmann asked if there was a timing issue. Mr. Kaufmann stated that a closing with Taylor Morrison could occur by the end of the month. Mr. Kaufmann asked if there was a way to have the Board delegate authority for the Vice Chair to sign all easements necessary to accomplish the transaction but also protecting the District's interest in managing its infrastructure subject to review by the District Counsel.

On Motion by Mr. Adams, second by Mr. Ventura, with all in favor, the Board of Supervisors for the Greenway Improvement District authorized the acceptance of the assignment of easements that were referenced by the District Engineer.

**EIGHTH ORDER OF BUSINESS**

**Ratification of Requisition  
Nos. 262 – 266 approved in  
June 2015 in the Amount  
Totaling \$30,093.61**

Board Members reviewed Requisition Nos. 262 - 266 in the amount of \$30,093.61. 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. 262-266 in the amount totaling \$30,093.61.

**NINTH ORDER OF BUSINESS**

**Consideration of Operation and  
Maintenance Expenditures Paid in  
June 2015 in the amount of  
\$32,693.07.**

Board Members reviewed the expenditures in the amount of \$32,693.07 paid in June 2015.

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 June 2015 in the amount totaling \$32,693.07.

**TENTH ORDER OF BUSINESS**

**Recommendation of Work  
Authorization/Proposed  
Services**

Mr. Kaufmann presented one work authorization for proposed services from Devo Engineering Services (Minutes Exhibit A) related to geotechnical engineering, design recommendations, and dewatering permit plans for Lake Nona Nemours Parkway Phase 4 in the amount of \$2,988.00.

On Motion by Mr. Ventura, second by Mr. Adams, with all in favor, the Board of Supervisors for the Greenway Improvement District approved Lake Nona South, Nemours Parkway Phase 4 proposed services with Devo Engineering.

Mr. Kaufman presented a work authorization for proposed services from Donald W. McIntosh Associates in the amount of \$81,065 for engineering design, permitting and construction phase services for Lake Nona South Nemours Parkway Phase 4 and subject to review by the District Engineer. (Minutes Exhibit B)

On Motion by Mr. Levey, second by Mr. Adams, with all in favor, the Board of Supervisors for the Greenway Improvement District approved the engineering design, permitting and construction phase services proposal for Lake Nona South Nemours Parkway Phase 4 at a not to exceed amount of \$81,065 and subject to review by the District Engineer.

**ELEVENTH 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.

**TWELFTH ORDER OF BUSINESS**

**Staff Reports**

**District Counsel** – No Report

**District Manager** – No Report

**District Engineer** – Mr. Florio stated that there were two Construction Bid Tabulations for the Board to consider. The first Construction Bid Tabulation was for Phase 6 roadway and offsite roadway and Lift Station. The bids were sent to a preapproved list of Construction Contractors. The second Bid Tabulation was for the same project but relating to the Landscape and Irrigation portion of it. A letter was sent to a series of invited Landscape and Irrigation Contractors with the understanding that the low bid from the Landscape and Irrigation contract is intended to be handed to the roadway Contractor so that one Contractor is responsible for both portions of the work and the District has one point of contact. The Construction Committee reviewed the bids that were received on the roadway section of the Project. Mr.

Kaufmann summarized the bids on the roadway section of the project. Four Contractors submitted bids. The overall low bidder on the project was JMHC. The base bids for JMHC and Jr. Davis for the Nemours Parkway portion are very close. The total base bid is \$4,363,238.95. Mr. Kaufmann recommended awarding the roadway contract to JMHC including the alternate bids for the two separate projects.

On Motion by Mr. Ventura, second by Mr. Adams, with all in favor, the Board of Supervisors for the Greenway Improvement District awarded the contract to the lowest bidder, JMHC in the amount of \$4,363,238.95.

Mr. Kaufmann distributed landscape bid rankings for the Board to review (Minutes Exhibit C). Mr. Kaufmann stated that the District Engineer requested bids from four Contractors and received bids from only one from Valley Crest. The bid amount was \$326,680.68 for the CDD portion and \$192,014.35 for the non-CDD portion. Mr. Florio noted that the goal is to have this Contractor reporting to the General Contractor who is constructing the road for coordination and management purposes. The District is going to pay the contract. The bid was under the estimate. Mr. Levey asked if JMHC will charge the District for managing the Landscape Contract. Mr. Florio confirmed that the cost is covered in the JMHC bid.

On Motion by Mr. Ventura, second by Mr. Adams, with all in favor, the Board of Supervisors for the Greenway Improvement District awarded the CDD Phase 6 Roadways, Laureate Park Phase 6 Roadways Landscape and Irrigation Improvements to Valley Crest for an amount totaling \$326,680.68.

Mr. Florio presented Construction Contract Status Memorandum dated July 20, 2015 (Minutes Ex. D). In reference to Laureate Boulevard Sections 7 & 8 – WLW Construction, Inc., Mr. Florio explained Change Order No. 7 in the amount of \$10,868.00 for repair to asphalt on the bike trail. Mr. Kaufmann, Mr. Florio and inspection personnel met on site with the Contractor and walked the entire length of the area that is in question. Mr. Florio suggested a motion to approve Change Order No. 7 in the amount of \$10,868.00 with authorization for the District Engineer to review and sign when finalized. In regard to the Laureate Park Phase 6 – Offsite Roads and Lift Station, Mr. Florio suggested a motion to ratify Staff's execution of an electrical design proposal from MiGre in the total amount of \$4,000 required for lift station electrical design.

On Motion by Mr. Ventura, second by Mr. Adams, with all in favor, the Board of Supervisors for the Greenway Improvement District approved Change Order No. 7 in the amount of \$10,868.00 with authorization for the District Engineer to review and sign when finalized.

On Motion by Mr. Levey, second by Mr. Ventura, with all in favor, the Board of Supervisors for the Greenway Improvement District ratified Staff's execution of an electrical design proposal from MiGre required for lift station electrical design in the amount of \$4,000.

**THIRTEENTH ORDER OF BUSINESS**

**Supervisor and Audience  
Comments & Adjournment**

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 July 20, 2015 meeting of the Board of Supervisors for the Greenway Improvement District was adjourned.

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Secretary/Assistant Secretary

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Chair/Vice Chair