

**GREENWAY IMPROVEMENT DISTRICT
BOARD OF SUPERVISORS' MEETING MINUTES**

FIRST ORDER OF BUSINESS

Roll Call to Confirm a Quorum

The Board of Supervisors' Meeting for the Greenway Improvement District was called to order on Tuesday, May 21, 2024, at 2:30 p.m. at 6900 Tavistock Lakes Blvd., Ste 200, Orlando, FL 32827.

Present:

Chad Tinetti	Chairperson	
Karen Duerr	Vice Chairperson	
Matthew Franko	Assistant Secretary	
Amanda Kost	Assistant Secretary	(joined @ 2:31 p.m.)
Antoinette Munroe	Assistant Secretary	(via phone @ 2:31 p.m.)

Also attending:

Jennifer Walden	PFM	
Lynne Mullins	PFM	
Amanda Lane	PFM	(via phone)
Jeffrey Newton	Donald W. McIntosh Associates	
Tucker Mackie	Kutak Rock	
Samantha Sharenow	Berman	(via phone)
Katie Harmer	Berman	(via phone @ 2:31 p.m.)
Dan Young	Tavistock	
DJ Batten	Berman	

SECOND ORDER OF BUSINESS

Public Comment Period

Ms. Walden called for public comments. She noted there were no members of the public present.

Ms. Walden noted that Ms. Munroe joined the meeting via phone at 2:31 p.m.

THIRD ORDER OF BUSINESS

**Consideration of the Minutes of the
April 16, 2024, Board of Supervisors'
Meeting**

The Board reviewed the minutes of the April 16, 2024, Board of Supervisors' Meeting.

On motion by Ms. Duerr, seconded by Mr. Franko, with all in favor, the Board of Supervisors for the Greenway Improvement District approved the Minutes of the April 16, 2024, Board of Supervisors' Meeting.

Ms. Walden noted that Ms. Kost joined the meeting in person at 2:31 p.m.

FOURTH ORDER OF BUSINESS

**Letter from Supervisor of Elections –
Orange County**

Ms. Walden explained the District is required to state the number of registered voters on the record. As of April 15, 2024, there are 5,124 registered voters for the Greenway Improvement District.

FIFTH ORDER OF BUSINESS

**Consideration of Resolution 2024-06,
Adopting an Amended Records
Retention Policy**

Ms. Mackie explained that the District previously adopted a records retention policy that provides that the District would keep all records for an indefinite period of time. With this District being more mature, there are a number of documents that only exist in paper form, and some vendors are needing to deliver back records of the District to the District Management Office. She suggested that the Board approves this modified retention schedule that would allow the District to dispose of certain records in compliance with the Division of Library Services Records Retention Schedule for local governments so the documents can be reviewed, and the District can store only the necessary documents.

Discussion ensued regarding the process and policy.

On motion by Ms. Kost, seconded by Ms. Duerr, with all in favor, the Board of Supervisors for the Greenway Improvement District approved Resolution 2024-06, Adopting an Amended Records Retention Policy.

SIXTH ORDER OF BUSINESS

**Consideration of Prequalified
Contractors Extension**

Mr. Newton stated back in 2021 the District prequalified site contractors for infrastructure projects. In doing so, the prequalification period was for two years with an optional two-year extension. Last year, the Board approved a one-year extension, which leaves one more year available. Mr. Newton explained that this was discussed at the Construction Committee meeting, and the recommendation is that the Board extends the prequalifications one more year.

On motion by Ms. Kost, seconded by Mr. Franko, with all in favor, the Board of Supervisors for the Greenway Improvement District approved the Prequalified Contractors Extension for an additional year.

SEVENTH ORDER OF BUSINESS

**Review and Acceptance of Arbitrage
Rebate Report for the Series 2013
Bonds**

Ms. Walden stated at the last meeting, the Board approved moving forward with annual calculations. The vendor completed the work and the report states there was no cumulative rebatable arbitrage liability as of May 19, 2023. She noted the bonds were redeemed in full as of that date, so no further arbitrage calculations will be needed.

On motion by Ms. Kost, seconded by Ms. Duerr, with all in favor, the Board of Supervisors for the Greenway Improvement District accepted the Arbitrage Rebate Report for the Series 2013 Bonds

EIGHTH ORDER OF BUSINESS

Consideration of Trail Maintenance Proposals

Ms. Harmer stated a proposal was provided to pressure wash the trail and install no motor vehicle signs along the trail. Ms. Walden noted that the proposal Ms. Sharenow referenced is on page 58 of the agenda. Ms. Walden asked about the asphalt repair proposal based off the report provided at the last meeting. Ms. Harmer stated that is still being worked on and will be brought to the Board at the next meeting.

Discussion ensued regarding the no motor vehicle signs and the Board decided to table the signs until receiving feedback of what the District can prohibit.

On motion by Ms. Duerr, seconded by Ms. Kost, with all in favor, the Board of Supervisors for the Greenway Improvement District approved the proposal from Berman for Trail Pressure Washing in the amount of \$1,100.00.

NINTH ORDER OF BUSINESS

Consideration of Resolution 2024-05, Approving a Preliminary Budget for Fiscal Year 2025 and Setting a Public Hearing date

Ms. Walden stated the budgets are included as an exhibit to Resolution 2024-05. For the O&M budget, District staff recommends keeping the assessments, the on-roll amount and the off-roll amount, the same and then using carry forward for the remainder of the budget. The recommendation for the public hearing is August 20, 2024, at 2:30 p.m. at this location.

On motion by Ms. Kost, seconded by Ms. Duerr, with all in favor, the Board of Supervisors for the Greenway Improvement District approved Resolution 2024-05, Approving a Preliminary Budget for Fiscal Year 2025 and Setting a Public Hearing date on August 20, 2024, at 2:30 p.m. at 6900 Tavistock Lakes Blvd., Ste 200, Orlando, FL 32827.

TENTH ORDER OF BUSINESS

Ratification of Operation and Maintenance Expenditures Paid in April 2024 in an amount totaling \$41,081.16

The Board reviewed the Operation and Maintenance Expenditures paid in April 2024. Ms. Walden noted these have already been approved and need to be ratified.

On motion by Ms. Kost, seconded by Mr. Franko, with all in favor, the Board of Supervisors for the Greenway Improvement District ratified Operation and Maintenance Expenditures paid in April 2024 in an amount totaling \$41,081.16.

ELEVENTH ORDER OF BUSINESS

Recommendation of Work Authorizations/Proposed Services

Ms. Walden stated the first Work Authorization is from Donald W. McIntosh Associates for the Public Facilities Report that is due before the end of the calendar year in the amount of \$9,500.00. Ms. Walden noted this report is due every seven years and is covered in the Fiscal Year 2025 budget.

On motion by Ms. Kost, seconded by Mr. Franko, with all in favor, the Board of Supervisors for the Greenway Improvement District approved the Work Authorization for Donald W. McIntosh Associates for the Public Facilities Report in the amount of \$9,500.00.

Ms. Walden stated the next Work Authorization is from BrightView in the amount of \$740.58. Mr. Batten stated this proposal is to repair a tree that was hit by a car on the back of Nemours Parkway.

On motion by Ms. Duerr, seconded by Ms. Kost, with all in favor, the Board of Supervisors for the Greenway Improvement District approved the Work Authorization for BrightView to repair a tree in the amount of \$740.58.

TWELFTH ORDER OF BUSINESS

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

The Board reviewed the District's Financial Statements through April 2024. Ms. Walden noted the District has spent just over \$311,000.00 versus a budget of \$634,500.00, which equates to approximately 49% of the total budget spent.

THIRTEENTH ORDER OF BUSINESS

Staff Reports

District Counsel – Ms. Mackie informed the Board that the 2017 Public Facilities Report is available on the District's website. She noted that the Form 1 is due soon and wanted to ensure the Board didn't have any questions.

District Manager – Ms. Walden noted the next Board Meeting is scheduled for June 18, 2024. Ms. Walden informed the Board there is a form regarding designations for public records at the back of the agenda packet. It notes that Ms. Walden is designated the custodian of public records for the District and the District's Records Management Liaison Officer.

District Engineer – No report.

Construction Supervisor – No report.

Landscape Supervisor –

No report.

Irrigation Supervisor –

Mr. Batten updated the Board on the soil samples that were taken. He noted they came back in a pretty good range. The boron level did register in an okay range so the vendor is adding a supplemental liquid and after a few years there should be a full recovery. Additionally, he noted that the water usage has been good in the District and a cost savings has been seen.

FOURTEENTH ORDER OF BUSINESS

Supervisor Requests


Mr. Franko asked for an update on the oak tree. Mr. Batten stated he rode the path with BrightView, and it looks like that one will also need to be replaced.

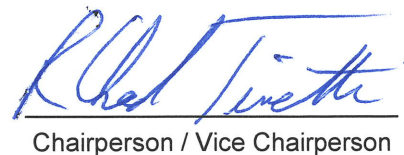
Mr. Tinetti asked for an update on the lights on the bridge. Ms. Sharenow stated all of the lights on the bridge should have been replaced, but she will follow up to ensure that is the case.

FIFTEENTH ORDER OF BUSINESS

Adjournment

On motion by Ms. Kost, seconded by Mr. Franko, with all in favor the May 21, 2024, Meeting of the Board of Supervisors for the Greenway Improvement District was adjourned.


Secretary / Assistant Secretary


Chairperson / Vice Chairperson