MINUTES OF MEETING

Board of Supervisors

Reedy Creek Improvement District

April 22, 2020

9:37 a.m.

President Hames called the regular meeting of the Reedy Creek Improvement District Board of Supervisors to order at 9:37 a.m. on Wednesday, April 22, 2020, at the Administrative Offices of the District, 1900 Hotel Plaza Boulevard, Lake Buena Vista, Florida.

Those present via teleconference were Max Brito, Jane Adams, Don Greer and Wayne Schoolfield; President Larry Hames attended in-person, constituting a quorum of the Board of Supervisors. Others in attendance included; John Classe, District Administrator; Ann Blakeslee, Deputy District Administrator; and Wanda Siskron, District Clerk, Administration; Bruce Jones, Contract and Construction Management; Eddie Fernandez, Finance; Ron Zupa, Technology Services and Chris Ferraro, RCES. Those participating via teleconference were: Chris Quinn, Finance; Kate Kolbo, Planning & Engineering; Craig Sandt, Contract and Construction Management; Jerry Wooldridge, Building & Safety; Yenni Hernandez, Technology Services; Jason Herrick and Mark Swanson, RCES; and Ed Milgrim and Ilana Perras, Milgrim Law Group.

President Hames asked the attendees to please stand for the Pledge of Allegiance.

SAFETY MINUTE

Mr. Eddie Fernandez did not present safety instructions since there were no outside visitors attending the meeting. Mr. Fernandez thanked the District Leadership Team for allowing employees to work from home whenever feasible and encouraging social distancing. Mr. Fernandez advised that there is no safety tip of the month. However, he encourages everyone to please wash hands often, stay informed and to be safe.

APPROVAL OF MINUTES

Minutes from the March 25, 2020 BOS Meeting were approved and accepted as presented.

The District Clerk recorded proof of publication of the meeting notice. (EXHIBIT G)
REPORTS

A departmental report was presented by the District Administrator, the Deputy District Administrator and RCES. (EXHIBIT H)

Mr. Classe advised that the District continues to monitor COVID-19 and its impact to operations and RCID’s customers. Mr. Classe advised that those employees who can work from home are continuing to do so, with pay, and there have been no furloughs. Mr. Classe advised that in lieu of furloughs, the District is controlling expenses by deferring or delaying work projects and monitoring taxpayers.

Ms. Blakeslee advised that she has no report to present, but reiterated Mr. Classe’s remarks above.

Ms. Chris Ferraro presented the RCID Electric Reliability Compliance Program Semi-Annual Report for period October 1, 2019 through March 31, 2020. This is a report of compliance and associated activities related to the North American Electric Reliability Corporation (NERC) and Southeastern Electric Reliability Corporation (SERC) electric reliability standards. Ms. Ferraro advised that during this period, the Executive Compliance Committee (ECC) and the RCES Compliance Committee conducted regularly scheduled meetings. The annual self-audit of all applicable 2018 NERC Standards was completed on August 1, 2019. There were no findings of non-compliance or possible violations.

On March 10th, NERC issued a Level 2 NERC Alert, Coronavirus Disease (COVID-19) Pandemic Contingency Planning with a series of recommended actions. These recommendations included reviewing and updating business continuity plans; assessing resilience against disruptions; reassessing outage schedules and adjusting plans accordingly; and anticipating and preparing for opportunistic social engineering attacks.

Ms. Ferraro advised that SERC requires that any member of the RCID and RCES NERC Compliance Committees with reporting responsibility that currently participates in a SERC Committee sign a confidentiality agreement. Ms. Jennifer Albritton has been appointed as the Confidentiality Tracking Designated Employee. Signed confidentiality agreements have been secured from all affected members. Ms. Ferraro advised that these agreements are usually requested to protect the documents sent by SERC.

CONSENT AGENDA

President Hames proceeded to the Consent Agenda and advised that the Consent Agenda exists of general administrative items and items under a specific cost threshold. Any item could be pulled from the Consent Agenda for further discussion, if requested. Consent Agenda items are shown below:
Item 6A – Flamingo Crossings Pedestrian Bridges – Professional Services Agreement
CONSIDERATION of Request for Board approval to enter into an Agreement for Professional Services with Professional Service Industries, Inc., in the Not-To-Exceed amount of $6,055.00, to provide soil borings and geotechnical services in support of the Flamingo Crossings Pedestrian Bridges project. Funding for this request is included in the approved project budget and is derived from the RCID Series 2016-2024 Transportation Projects Ad Valorem Bonds.

Item 6B – RCID Resolution No. 616 – Replacing Resolution No. 534
CONSIDERATION of Request for Board approval to adopt RCID Resolution No. 616 replacing Resolution No. 534. This action will approve and adopt Amended and Restated Rules For Direct And Indirect Discharges Of Pollutants From Non-Domestic Sources Into The Wastewater Collection And Treatment System Of The Reedy Creek Improvement District to include requirements imposed by the Environmental Protection Agency and to make other ministerial changes to the existing Rules adopted under Resolution No. 534. (EXHIBIT A)

RESOLUTION NO. 616
A RESOLUTION OF THE REEDY CREEK IMPROVEMENT DISTRICT, FLORIDA, ADOPTING CERTAIN RULES FOR DIRECT AND INDIRECT DISCHARGES OF POLLUTANTS FROM NON-DOMESTIC SOURCES INTO THE WASTEWATER COLLECTION AND TREATMENT SYSTEM OF THE DISTRICT.

WHEREAS, the Reedy Creek Improvement District (hereinafter “District”) was created by an act of the Florida Legislature in 1967 (Chapter 67-764); and

WHEREAS, the act provided the District with specific authority with respect to water and sewer systems by clearly granting the District the authority to regulate discharge of wastewater into the District’s wastewater treatment plant; to prescribe and adopt wastewater pretreatment standards; to enforce pretreatment requirements and to seek appropriate administrative or judicial relief for violations of pretreatment requirements; and

WHEREAS, the District has developed Rules for Direct and Indirect Discharges of Pollutants from Non-Domestic Sources Into the Wastewater Collection and Treatment System of the District (hereinafter “Rules”); and

WHEREAS, the said Rules For Direct and Indirect Discharges of Pollutants from Non-Domestic Sources Into the Wastewater Collection and Treatment System provide for a permit program with discharge specific permit requirements, for a systematic and comprehensive program of inspections, compliance monitoring and mandatory reporting of sampling results and changes in operating conditions by dischargers and a broad range of sanctions and remedies for noncompliance;

WHEREAS, the District desires to update the Rules and replace the Rules adopted pursuant to Resolution 534 (which replaced previously adopted Rules);

NOW, THEREFORE BE IT RESOLVED AND ORDAINED by the Board of Supervisors of the Reedy Creek Improvement District this 22nd day of April 2020, that the Rules for Direct and Indirect Discharges of Pollutants From Non-Domestic Sources Into the Wastewater Collection and Treatment System dated April 22nd, 2020, are hereby adopted and said Rules for the Direct and Indirect Discharges of Pollutants From Non-Domestic Sources Into the Wastewater Collection and Treatment System of the District are hereby incorporated herein by reference as if fully set forth herein.

BE IT FURTHER RESOLVED that the provisions of Resolution 534 are repealed and if any provision or portion of this Resolution is declared by any court of competent jurisdiction to be void, unconstitutional or unenforceable, then all remaining provisions and portions of this Resolution shall remain in full force and effect.

This Resolution shall become effective on the date of adoption by the Board of Supervisors of the District.

IN WITNESS WHEREOF, the undersigned has executed this Resolution this 22nd day of April, 2020.
REEDY CREEK IMPROVEMENT DISTRICT

By: Laurence C. Hames, President
    Board of Supervisors

ATTESTED:

John H. Classe, Jr.
Secretary

Item 6C – Bill of Sale – L-403 Canal Weir
CONSIDERATION of Request for Board approval to accept the Bill of Sale for the L-403 Canal Weir. (EXHIBIT B)

President Hames asked if anyone had a reason to bring up any items on the Consent Agenda for further discussion. No items were pulled from the Consent Agenda for review. Upon motion by Mr. Schoolfield and duly seconded, the Board unanimously approved the Consent Agenda.

REGULAR AGENDA

Item 7A – Construction Management Staff Extension – Professional Services Agreement
Mr. Jones requested Board approval to award an Agreement for Professional Services to Jordan and Associates Consulting, Inc., in the total Not-To-Exceed amount of $249,536.00 for the provision of staff extensions during the period of time beginning May 1, 2020 and ending December 31, 2020. Funding for this request is included in the approved project budget and is derived from the RCID Series 2016-2024 Transportation Projects Ad Valorem Bonds. Mr. Jones advised that this request is for staff extensions for Jordan to assist in delivering Osceola Parkway Improvements, World Drive North improvements and other capital projects as assigned. Mr. Jones advised that a couple of positions are vital for this project; a Contract Specialist and a Project Engineer and the project should be completed by end of year. President Hames asked if there were any public comments on this request and there were none. Upon motion by Ms. Adams and duly seconded, the Board unanimously approved the request. (EXHIBIT C)

Item 7B – Osceola Parkway and World Drive Interchange NE Quadrant Area Development – Construction Services Agreement
Mr. Jones requested Board approval to award a Lump-Sum Fixed-Price Agreement for Construction Services in the amount of $2,596,257.00 to the lowest responsive bidder, Brightview Landscape Development, Inc., for construction of area development improvements associated with the Osceola Parkway and World Drive Interchange NE Quadrant project. The Agreement includes area development improvements in the amount of $1,382,041.00 that will be funded by Walt Disney Imagineering in accordance with a proposed Reimbursement Agreement. Should the said Agreement not be executed, the area development improvements scope of work and the amount of $1,382,041.00 will be removed from the Agreement. This request includes Board
authorization for RCID’s direct purchase of miscellaneous goods and ancillary professional services as necessary for the project. Staff also requests Board authorization for the District Administrator or Deputy District Administrator to execute change orders up to an aggregate amount of 10% of the contract amount. Funding for this request is included in the approved project budget and is derived from the RCID Series 2016-2024 Transportation Projects Ad Valorem Bonds. Mr. Jones advised that this project was competitively bid and Brightview was the lowest of four bids received out of five bids requested. Mr. Jones advised that should the proposed Reimbursement Agreement with WDI not be executed, the area development improvements scope of work and the amount of $1,382,041.00 will be removed from the Agreement. President Hames asked if there were any public comments on this request and there were none. Upon motion by Mr. Brito and duly seconded, the Board unanimously approved the request. (EXHIBIT D)

**Item 7C – World Drive North Phase III – Professional Services Agreement**

Ms. Kolbo requested Board approval to execute a Professional Services Agreement for Final Design Services to TLP, Inc., in the total Not-To-Exceed amount of $1,027,745.35, comprised of $1,012,745.35 in fees and $15,000.00 in reimbursable expenses. The design scope includes roadway, structures, geotechnical, utility and permitting services for World Drive North Phase III project. Staff also requests Board authorization for the District Administrator or Deputy District Administrator to execute change orders up to an aggregate amount of 10% of the contract amount. Funding for this request is derived from the RCID Series 2016-2024 Transportation Projects Ad Valorem Bonds. Ms. Kolbo advised that this request is for the final design scope of World Drive North Phase III and includes roadway design, structures, geotechnical, utility and permitting services. President Hames asked if there were any public comments on this request and there were none. Upon motion by Mr. Schoolfield and duly seconded, the Board unanimously approved the request. (EXHIBIT E)

**Item 7D – Project S Electric Service – Construction Change Order**

Mr. Herrick requested Board approval to execute a Construction Change Order with Team Fishel Company in the amount of $149,188.09 for Project S Electric Service project. Funding for this request is derived from the RCID Series 2015-1 Utility Revenue Bonds (Non-Taxable). In addition, this project will receive customer Cost-in-Aid-of-Construction (CIAC) funds. Mr. Herrick advised that this request is for Project S at EPCOT. Mr. Herrick advised that he originally brought this project’s budget to the BOS in December of 2018 with a request of $800,000.00 for construction. Mr. Herrick advised that a request for $392,000.00 to Team Fishel was brought to the BOS in May 2019. Mr. Herrick advised that today’s request is for $149,188.09 to Team Fishel for liter installation and ground grade installation. Mr. Herrick advised that CIAC funds will be applied to this request. President Hames asked if there were any public comments on this request and there were none. Upon motion by Mr. Schoolfield and duly seconded, the Board unanimously approved the request. (EXHIBIT F)

**8. OTHER BUSINESS**

President Hames advised that there was one other item of business to discuss before moving on to Other Business. President Hames advised that it was his pleasure to present a certificate and pin to Mr. Classe in recognition of his five years of service to RCID effective March 30th.
Hames advised that this presentation is with personal, professional and collective appreciation from the BOS. Mr. Classe advised that he was very appreciative of this recognition.

President Hames then asked if there was any further business to discuss.

Mr. Classe advised that he did have one other item of business to present to the BOS. Mr. Classe advised that Wanda Siskron had e-mailed to the BOS on Tuesday, April 21st, a PDF of a Letter of Intent to Purchase from CONTECH Engineering Solutions. Mr. Classe advised that this request is related to the Flamingo Crossings Pedestrian Bridges project. The bridge structure is a pre-engineered and pre-fabricated element of the project. Mr. Classe advised that there needs to be a contract between CONTECH and RCID. Mr. Classe advised that today’s request is needed to have CONTECH work hand-in-hand with HHTP during project final design. Mr. Classe advised that RCID’s maximum exposure is $175,000.00. Mr. Jones advised that these bridges are similar to the pedestrian bridges we now have, but will be two feet narrower and the towers will be different architecturally and the façade won’t be seen. Mr. Jones advised that the truss and fencing will be consistent with the other pedestrian bridges as well. Mr. Classe advised that these bridges are needed in order to provide safe access for college housing residents to retail and dining in the Flamingo Crossings area. Mr. Classe advised that a General Contractor will be hired to construct the towers and install pedestrian bridges. Mr. Classe advised that this request will be brought to the BOS in late summer or early fall. Mr. Classe advised that this request for today is for BOS approval to execute the Letter of Intent with CONTECH in the amount of $175,000.00 for engineering services for drawings of two bridges. President Hames asked if there were any public comments on this request and there were none. Upon motion by Mr. Brito and duly seconded, the Board unanimously approved the request.

Mr. Classe advised that the next Landowners Meeting and BOS meeting will take place on May 20th at 9:30 a.m. and 10:00 a.m., respectively.

Mr. Classe advised that he borrowed today’s Final Thought from Mr. Greer, who had previously sent an e-mail with the following quote from Charles Schultz, American Cartoonist, “Worrying won’t stop the bad stuff from happening, it just stops you from enjoying the good.”

There being no further business to come before the Board, the meeting was adjourned at 10:10 a.m.

Laurence C. Hames
President, Board of Supervisors

ATTEST
John H. Classe, Jr.
Secretary, Board of Supervisors