

## MINUTES OF MEETING

Board of Supervisors

Reedy Creek Improvement District

*April 28, 2021*

9:30 a.m.

President Hames called the regular meeting of the Reedy Creek Improvement District Board of Supervisors to order at 9:30 a.m. on Wednesday, April 28, 2021 at the Administrative Offices of the District, 1900 Hotel Plaza Boulevard, Lake Buena Vista, Florida.

Those present were Larry Hames, Max Brito, Jane Adams, Don Greer and Wayne Schoolfield, constituting a quorum of the Board of Supervisors. Others in attendance included; John Classe, District Administrator; Ann Blakeslee, Deputy District Administrator; Wanda Siskron, District Clerk; Tina Graham, Assistant District Clerk, Administration; Chris Quinn, Finance; Eddie Fernandez, HR; Ron Zupa, Technology Services; Kerry Satterwhite, Facilities; Jon Shirey and Paulette Montero, RCFD. Those participating via teleconference were: Heidi Powell and Lexy Wollstadt, Finance; Bruce Jones, Procurement; Eryka Washington and Erin O'Donnell, Communications; Chris Ferraro, Mark Swanson and Anthony Kasper, RCES; Jerry Wooldridge, Building & Safety; Kate Kolbo, Planning & Engineering; Yenni Hernandez, Technology Services; Jason Middleton, HR; Craig Sandt, Facilities; Mike Crikis and Wendy Duncan, Environmental Sciences; Chief Richard LePere, Deputy Chief Eric Ferrari and Deputy Chief Joel Edwards, RCFD; 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 presented the safety instructions for the Administration Building. Mr. Fernandez identified the locations of the emergency exits and the two AEDs in case of an emergency. Mr. Fernandez advised that in the event of a fire, there are two exits on the first floor. Mr. Fernandez advised that a first-aid kit is located at the Security Guard's desk right outside the Boardroom. Mr. Fernandez advised that this month's safety topic is Electrical Hazards. In 2019, there were approximately 166 fatalities attributed to electrical hazards as well as 1,900 injuries requiring time off from the workplace. Mr. Fernandez advised that when working with electricity, remember to always turn off the breakers first.

### **APPROVAL OF MINUTES**

Minutes from the March 24, 2021 BOS Meeting were approved and accepted as presented.

The District Clerk recorded proof of publication of the meeting notice. **(EXHIBIT E)**

## **REPORTS**

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

Mr. Classe advised that we continue to monitor the COVID-19 virus very closely and are adhering to CDC protocols. This includes employees working from home, whenever feasible, through the end of May and will be re-evaluated at that time. Mr. Classe advised that a lot of employees have already been vaccinated for the virus.

Mr. Classe advised that RCID/RCES donated used equipment to Palm Beach State College for their Electrical Power Technology Program to help prepare students for today's workforce. This donation was a continuous emissions monitoring system (CEMS) valued at \$100,000. Marlin Vaughn, co-generation plant operator at RCES, arranged the donation through his involvement as a member and immediate past chair of the Florida Energy Workforce Consortium. This is just one way that RCID is giving back to the community.

Mr. Classe also recognized a couple of RCID team members. Alyssa Odom, an Auburn University graduate, received the Orlando Chapter nomination of the National Association of Women in Construction. Jennifer Johnson was nominated and is the recipient of the Building Officials Association of Florida (BOAF) Permit Technician of the Year for the entire State of Florida. Mr. Classe advised that we are very proud of our team members and their accomplishments.

Ms. Blakeslee advised that following today's BOS meeting, if Resolution No. 627 is approved, there will be an Audit Committee meeting.

Ms. Ferraro presented the RCID Electric Reliability Compliance Program Semi-Annual Report for period October 1, 2020 through March 31, 2021. 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 2020 NERC Standards is scheduled to begin in April 2021. All reliability standard requirements and required compliance tasks were completed without exceptions. The Electric Reliability Compliance Program (ERCP) document semi-annual review was conducted on January 5, 2021. Revision 18 incorporated additional updates to the organizational chart to reflect the recent restructuring changes with RCES. Revision 18 was approved on January 5, 2021.

The NERC Compliance specialized Training CBT was rolled out in December 2020. All the affected cast members are in the process of complying with this annual training requirement as specified in their individual learning plans.

In May 2020, the ERO Enterprise released guidance that provided additional regulatory relief related to registered entities' coronavirus response and temporarily expanded the Self-Logging Program. Due to the ongoing pandemic, the ERO Enterprise extended this expansion until the end of Q1 2021, to allow all registered entities to self-log instances of potential non-compliance with minimal or moderate risk related to their coronavirus response. Additionally, in March, the ERO Enterprise postponed on-site audits and other on-site activities through the end of 2020. This dateline was further extended until the end of Q1 2021.

On December 22, 2020, NERC issued a level 2 NERC Alert addressing Supply Chain Compromises by Advanced Persistent Threat Actor through the Solar Winds Orion Platform software. RCID's response to the associated survey indicated that we do not have an impacted version of the Solar Winds' Orion product installed in RCID's systems.

### **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 can be pulled from the Consent Agenda for further discussion, if requested. Consent Agenda items are shown below:

#### **Item 6A – District-Wide Fiber/DMS Project – Design Services**

CONSIDERATION of Request for Board approval to award a Not-To-Exceed Authorization under Master Agreement M000143 to **DRMP Inc.**, in the total amount of **\$45,044.68**, comprised of design fees in the amount of **\$18,949.82** and geotechnical and survey services totaling **\$26,094.86**. This authorization is for design of two overhead trusses and associated roadway modifications in support of the District-Wide Fiber/DMS 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 2016-2024 Transportation Projects Ad Valorem Bonds. **(EXHIBIT A)**

#### **Item 6B – World Drive North Phase II – Amendment of Professional Services Agreement**

CONSIDERATION of Request for Board approval to amend the Agreement for Professional Services with **CONSOR Engineers, LLC**, and add to the fee in the total amount of **\$43,572.00** for additional pile driving inspection and testing services in support of the World Drive North Phase II project. Funding for this request is included in the approved project budget and is derived from the RCID 2016-2024 Transportation Projects Ad Valorem Bonds. **(EXHIBIT B)**

#### **Item 6C – World Drive North Phase III –Professional Services Agreement**

CONSIDERATION of Request for Board approval to enter into an Agreement for Professional Services with **CONSOR Engineers, LLC**, in the Not-To-Exceed total amount of **\$36,053.00**, for construction estimating services in support of the World Drive North Phase III project. Funding for this request is included in the approved project budget and is derived from the RCID 2016-2024 Transportation Projects Ad Valorem Bonds. **(EXHIBIT C)**

**Item 6D – Flamingo Crossings Pedestrian Bridges – Revised Letter of Intent**

CONSIDERATION of Request for Board approval of a revised Letter of Intent (LOI) with **CONTECH Engineered Solutions, LLC**, associated with the pedestrian bridge structures at Flamingo Crossings. The revised LOI documents a change in the date of intended contract. The design costs remain the same. Funding for this request is included in the approved project budget and is derived from the RCID 2016-2024 Transportation Projects Ad Valorem Bonds.

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. Greer and duly seconded, the Board unanimously approved the Consent Agenda.

**REGULAR AGENDA**

**Item 7A – District-Wide Fiber/DMS Project – Design and Construction Services**

Ms. Kolbo requested Board approval to award a Not-To-Exceed contract to **Design Communications LTD**, in the total amount of **\$89,390.00** in support of the District-Wide Fiber/DMS project. This amount will fund the design, engineering, fabrication and installation of four ground-mounted structures for four Daktronics Galaxy Gs6 Series DMS cabinets. Funding for this request is included in the approved project budget and is derived from the RCID 2016-2024 Transportation Projects Ad Valorem Bonds. Ms. Kolbo advised that this request is for the design and installation of the ground mounted sign structures to support the DMS sign boards. Ms. Kolbo advised that at next month's meeting, there will be a request for the purchase of the Daktronics sign boards. 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 A)**

**Item 7B – RCID Resolution No. 627 – Auditor Selection Committee**

Ms. Blakeslee requested Board approval of **RCID Resolution No. 627** to establish an Auditor Selection Committee pursuant to Section 218.391, Florida Statutes, which establishes required procedures for the selection of auditors to perform financial audits. Ms. Blakeslee advised that this request is due to State legislation from two years ago whereby staff members of RCID can no longer serve on the Audit Committee, but can be advisors to the Committee. This year, the auditor's contract is up for renewal, so a new Auditor Selection Committee needs to be established to handle review and selection of an auditor to perform financial audits going forward for RCID. 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 D)**

**RESOLUTION NUMBER 627**

**A RESOLUTION OF REEDY CREEK IMPROVEMENT DISTRICT ("RCID"), ESTABLISHING AN AUDITOR SELECTION COMMITTEE (THE "COMMITTEE"), FOR THE PRIMARY PURPOSE OF ASSISTING RCID IN SELECTING AN AUDITOR TO CONDUCT THE ANNUAL FINANCIAL AUDIT REQUIRED IN SECTION 218.39, FLORIDA STATUTES; PROVIDING FOR CONFLICTS, SEVERABILITY, AND FOR AN**

**EFFECTIVE DATE.**

**WHEREAS**, Section 218.391, Florida Statutes, commonly referred to as the "Auditor Selection Procedures Law", establishes required procedures for the selection of external auditors to perform the financial audits required by section 218.39, Florida Statutes; and

**WHEREAS**, Section 218.391, Florida Statutes, requires RCID's Board of Supervisors (the "**Board**") to establish the Committee and sets forth requirements for the Committee's composition and responsibilities; and

**WHEREAS**, Section 218.391, Florida Statutes, requires the Committee to consist of at least three members, and furthermore requires one member of the Committee be a member of the Board who shall serve as the chair of the Committee; and

**WHEREAS**, Section 218.391, Florida Statutes, prohibits RCID employees, the District Administrator, or the Chief Financial Officer from serving on the Committee, but allows them to serve in an advisory capacity; and

**WHEREAS**, RCID desires to establish the Committee to comply with the requirements of Section 218.391, Florida Statutes, with the primary purpose of the Committee being to evaluate and recommend to the Board an auditor to conduct the annual financial audit required in Section 218.39, Florida Statutes, and the Committee shall also perform such other responsibilities as directed by the Board from time to time (collectively, the "**Duties**"); and

**WHEREAS**, in order to serve such primary purpose, the Committee shall perform those duties set forth in Sections 218.391(3) and 218.391(6), Florida Statutes.

**NOW, THEREFORE, BE IT RESOLVED BY RCID:**

**Section 1.**        **Recitals.** Each "WHEREAS" clause set forth is true and correct and herein incorporated by this reference.

**Section 2.**        **Appointments.** In accordance with section 218.391, Florida Statutes, the Board hereby establishes the Committee, which shall be comprised of those individuals from time-to-time duly elected to the Board, with the chair of the Committee being the President of the Board. Notwithstanding the foregoing, the composition of the Committee shall accord with rules and guidance of the Auditor General of the State of Florida and with Section 218.391, Florida Statutes.

**Section 3.**        **Duties.** The Committee shall at all times carry out the Duties in accordance with rules and guidance of the Auditor General of the State of Florida and with Section 218.391, Florida Statutes, and perform all functions described therein.

**Section 4.**        **Conflict.** All resolutions or parts of resolutions in conflict herewith are hereby repealed to the extent of such conflict.

**Section 5. Severability.** If any clause, section or other part of this Resolution shall be held by any court of competent jurisdiction to be unconstitutional or invalid, such unconstitutional or invalid part shall be considered as eliminated and in no way affecting the validity of the other provisions of this Resolution.

**Section 6. Effective Date.** This Resolution shall become effective immediately upon its passage.

**PASSED AND ADOPTED** this \_\_\_ day of \_\_\_\_\_, 2021.

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LAURENCE C. HAMES, PRESIDENT  
BOARD OF SUPERVISORS

ATTEST:

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JOHN H. CLASSE, JR., SECRETARY  
BOARD OF SUPERVISORS

**Item 7C – Live Front to Dead Front Switch Replacement Phase 2 (P1128) – Initial Budget**

Mr. Kasper requested Board approval to establish an initial budget of **\$2,000,000.00** for the Live Front to Dead Front Switch Replacement Phase 2 project. Funding for this request is derived from the Series 2021-1 Utility Revenue Bonds (Non-Taxable). Mr. Kasper advised that this request is a continuation of replacement of all 80 switches on property. There are only 26 left to do and this request represents 12 of those. Mr. Kasper advised that there will be another request later in the year to complete this project. President Hames asked if there were any public comments on this request and there were none. Upon motion by Mr. Greer and duly seconded, the Board unanimously approved the request.

**Item 7D – Live Front to Dead Front Switch Replacement Phase 2 (P1128) – Design Services**

Mr. Kasper requested Board approval to execute a Work Authorization under Master Services Agreement #M000126 to **Fred Wilson & Associates, Inc.**, in the total amount of **\$180,554.00**, comprised of **\$177,911.00** in professional design fees and **\$2,643.00** in reimbursable expenses for design, bidding, and construction phase services associated with the Live Front to Dead Front Switch Replacement Phase 2 project. Funding for this request is derived from the RCID Series 2021-1 Utility Revenue Bonds (Non-Taxable). Mr. Kasper advised that this request is for design services and that Fred Wilson & Associates has been working on this project from the beginning. 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.

**Item 7E – Live Front to Dead Front Switch Replacement Phase 2 (P1128) – RCES Soft Costs**

Mr. Kasper requested Board approval of an amount Not-To-Exceed **\$100,000.00** for RCES engineering and construction support, including survey, submittal review and project inspection costs for the Live Front to Dead Front Switch Replacement Phase 2 project. This request includes Board authorization for RCID's and/or RCES's direct purchase of miscellaneous goods and ancillary professional services as necessary for the project. Funding for this request is derived from the RCID Series 2021-1 Utility Revenue Bonds (Non-Taxable). Mr. Kasper advised that this request represents the soft costs involved with this project. Mr. Kasper advised that we are using

the old switches for spare parts and sending the unusable items offsite for recycling. 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 7F – World Drive North Phase II – Construction Trailer and Laydown Area Improvements**

Mr. Jones requested Board approval of an amount Not-To-Exceed **\$220,000.00** for electrical and communication improvements at the RCID Construction Trailer Compound and RCID Construction Laydown Area for support of the RCID construction projects. This request includes Board authorization for RCID's direct purchase of miscellaneous goods and professional services as necessary for the project. Funding for this request is included in the approved project budget and is derived from the RCID 2016-2024 Transportation Projects Ad Valorem Bonds. Mr. Jones advised that this request is for improvements and for supplies for Construction Management's team at the existing Construction Trailer site near Typhon Lagoon and a new material laydown yard and parking for private vehicles near the area formerly known as the STOLport site. 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 B)**

**Item 7G – World Drive North Phase II – Construction Services Agreement**

Mr. Jones requested Board approval to award a Lump-Sum Fixed-Price Agreement for Construction Services in the amount of **\$388,00.00** to **Southland Construction, Inc.**, for the construction of a Construction Laydown Area supporting current and future RCID construction projects. 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 additional contract amount. Funding for this request is included in the approved project budget and is derived from the RCID 2016-2024 Transportation Projects Ad Valorem Bonds. Mr. Jones advised that this request is to award the contract for the above-mentioned project to the lowest responsive bidder of competitive bidders and is associated with the construction of the gravel material laydown and contractor parking near the STOLport site. 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.

**8. OTHER BUSINESS**

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

Mr. Classe advised that we will conduct our Landowners Meeting on May 26<sup>th</sup> at 9:30 a.m., with the BOS meeting following at 10:00 a.m. or shortly thereafter. Mr. Classe asked that all BOS Members attend in-person since we will have elections of BOS Members this year. Mr. Classe advised that there will be an overview of ongoing projects presented at the May 26<sup>th</sup> BOS meeting. Mr. Classe asked the BOS members to please be sure to keep their calendars clear after these meetings adjourn, as there will be an RCID tour of property and then lunch following the BOS Meeting.

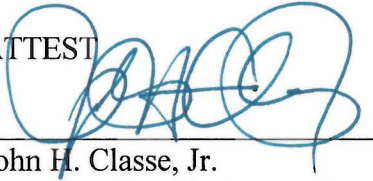
Mr. Classe then presented the Final Thought from Edith Wharton, American Novelist, "*There are two ways of spreading light: to be the candle or the mirror that reflects it.*"

There being no further business to come before the Board, the meeting was adjourned at 9:59 a.m.



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Laurence C. Hames  
President, Board of Supervisors

ATTEST



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