

MINUTES OF MEETING

Board of Supervisors

Reedy Creek Improvement District

May 22, 2019

10:25 a.m.

President Hames called the regular meeting of the Reedy Creek Improvement District Board of Supervisors to order at 10:25 a.m. on Wednesday, May 22, 2019 at the Administrative Offices of the District, 1900 Hotel Plaza Boulevard, Lake Buena Vista, Florida.

Those present were Larry Hames, Donald Greer, Jane Adams, Wayne Schoolfield and Max Brito, 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, and Tina Graham, Assistant District Clerk, Administration; Jerry Wooldridge, Building & Safety; Todd Wiederkehr, Property Management; Bruce Jones, Craig Sandt, Dana Keller, and Eddie Fernandez, Contract & Risk Management; Chris Quinn, Susan Higginbotham, Lexy Wollstadt, and Heidi Powell, Finance; Jason Middleton, Human Resources; Ron Zupa, Technology Services; Mike Crikis, Environmental Sciences; Katherine Luetzow and Tim Stanford, Planning & Engineering; Chief Richard LePere, Deputy Chief Eric Ferrari, and Deputy Chief Keith Cartwright, RCFD; Jason Herrick, RCES; John McGowan and Sanj Marosi, WDP&R; and Ed Milgrim, Milgrim Law Firm.

President Hames announced the annual election of Officers of the Board of Supervisors as the first item of business. Mr. Greer moved the nomination of Mr. Larry Hames as President. The motion was duly seconded by Mr. Schoolfield. There being no further nominations, the election was unanimous. President Hames moved the nomination of Mr. Don Greer as Vice President. The motion was duly seconded by Mr. Brito. There being no further nominations, the election was unanimous. Ms. Adams moved the nomination of Mr. Wayne Schoolfield as Treasurer. The motion was duly seconded by Mr. Brito. There being no further nominations, the election was unanimous. Ms. Adams moved the nomination of Mr. John H. Classe, Jr. as Secretary. The motion was duly seconded by Mr. Greer. There being no further nominations, the election was unanimous.

APPROVAL OF MINUTES

Minutes from the April 24, 2019 BOS Meeting were approved as presented.

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

REPORTS

A departmental report was presented by the District Administrator and the Deputy District Administrator. **(EXHIBIT I)**

Mr. Classe reported that a swearing-in ceremony for new employees within the Fire Department was held on May 14th. Mr. Classe asked Chief LePere to say a few words about this ceremony. Chief LePere advised that the swearing-in ceremony was held at the Wyndham-Lake Buena Vista Hotel. Included in this ceremony were; one new Assistant Chief; seven new Firefighters; two new Paramedics; one Fire Inspector; and four new Communicators. Also, one Assistant Chief, three Captains and three Lieutenants who have been recently promoted were honored at this time as well. Chief LePere advised that over 120 people attended this event, which included both personnel and families. Chief LePere advised that this ceremony was an event that Deputy Chief Ferrari had suggested so that the families could participate in this important event in the employees' career.

Ms. Blakeslee reported that the Relay for Life event was held at Maxwell Field on April 26-28. RCID tries to keep someone on the track 24/7 for the entire weekend. \$5,987.00 was raised, short of our \$6,000.00 goal. \$81,000.00 was raised for the entire event.

Ms. Blakeslee then presented a couple of slides from the Bring Your Child to Work Day held on April 25th. There were 17 children of RCID employees who participated in this event. Ms. Blakeslee thanked Ms. Graham for her hard work in coordinating this event which was a huge success.

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 5A – Revised RCID Policies

CONSIDERATION of Request for Board approval of revised policies titled, “Ethics/Conflict of Interest” and “Conflict of Resolution”, pursuant to negotiated language with the International Association of Firefighters (IAFF Local 2117). **(EXHIBIT A)**

Item 5B – Amendment to the Right of Entry Agreement between WDP&R and RCID

CONSIDERATION of Request for Board approval of an amendment to the Right of Entry Agreement between **Walt Disney Parks & Resorts U.S., Inc. (WDP&R)** and the **Reedy Creek Improvement District (RCID)** dated October 15, 2015, excluding the Disney Vacation Club Copper Creek Project from the agreement as a result of existing specific easements having been

previously granted by WDP&R to RCID for the District utility lines located within the Copper Creek Project. **(EXHIBIT B)**

Item 5C – A.3 Parking Garage, A.3 Pedestrian Bridge and Orange Parking Garage Wayfinding Signage – Construction Services Contract Change Order Allowance

CONSIDERATION of Request for Board approval to increase the previous Board-authorized change order allowance pursuant to RCID's contract with **Creative Sign Designs, LLC**, in the amount of **\$20,000.00** to compensate the contractor for changes in the scope of work attributable to operational logistics supporting the A.3 Parking Garage. Funding for this request is included in the approved project budget and is derived from the RCID 2013-A Transportation Projects Ad Valorem Bonds. **(EXHIBIT C)**

Item 5D – A.3 Garage Site Civil Project – Amendment of Construction Services Agreement

CONSIDERATION of Request for Board approval to amend the Agreement between RCID and **Watson Civil Construction, Inc.**, and to add to the contract sum an amount of **\$38,637.00** for the additional signage and striping modifications to the A.3 Garage Site Work project. Funding for this request is included in the approved project budget and is derived from the RCID 2016-2020 Transportation Projects Ad Valorem Bonds. **(EXHIBIT C)**

Item 5E

CONSIDERATION of Reappointment of **Kermit L. Prime, Jr.**, to the Pollution Control Board for a one-year term to expire May 2020. Mr. Greer advised that Mr. Prime has served on this Board since 1978. Mr. Greer wanted to be sure that a note of thanks is sent to Mr. Prime thanking him for his continued service and advising him that he has been reappointed to the Pollution Control Board.

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 6A – A.3 Parking Garage and Pedestrian Bridge Projects – Amendment of Professional Services Agreement

Mr. Bruce Jones requested Board approval to amend the Agreement for Professional Services between RCID and **Acomb Ostendorf and Associates, LLC (AO&A)**, and add to the fee in the total amount of **\$100,366.00**, for additional construction management services supporting the A.3 Parking Garage and Pedestrian Bridge projects through May 2019. Of the total amount, **\$83,806.00** is allocable to the A.3 Parking Garage project and **\$16,560.00** is allocable to the A.3 Pedestrian Bridge project. In addition, an amount of **\$25,000.00** is added to the agreement as a Not-To-Exceed hourly labor amount, to provide as necessary, support services to close-out the A.3 Garage project. Funding for this request is included in the approved project budget and is derived from the RCID 2016-2020 Transportation Projects Ad Valorem Bonds. Mr. Jones advised that this

request is to fund AO&A staff to close out five contracts related to the A.3 Parking Garage through the end of May 2019. Mr. Jones advised the additional amount of \$25,000.00 will be used to then bill on an hourly basis for services that are provided after that date. 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. **(EXHIBIT C)**

Item 6B – A.3 Parking Garage Project Laydown Area Restoration – Construction Services Agreement

Mr. Jones requested Board approval to award a Lump-Sum Fixed-Price Agreement for Construction Services in the amount of **\$231,931.00**, to **Southland Construction, Inc.**, for the restoration of the existing parking lot pavement, curb, and pavement markings to the Speedway parking lot supporting the A.3 Parking Garage 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 2016-2020 Transportation Projects Ad Valorem Bonds. Mr. Jones advised that this area was used as a laydown area for construction of the new garage and needs repair. Mr. Jones advised that the affected area is approximately five acres and repairs will include patchwork and re-striping of the parking lot. 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 C)**

Item 6C – A.3 Parking Garage Area Development Project – Amendment of Construction Services Agreement

Mr. Jones requested Board approval to amend the Agreement between RCID and **Cepra Landscape JV, LLC**, and to add to the contract sum an amount Not-To-Exceed **\$200,000.00** for the removal and disposal of unsuitable soils and drainage modifications to the A.3 Parking Garage Site Work project. Funding for this request is included in the approved project budget and is derived from the RCID 2016-2020 Transportation Projects Ad Valorem Bonds. Mr. Jones advised that this request is due to additional work to be included under the original contract as there were some unexpected soil issues found when the project actually began. 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 C)**

Item 6D – World Drive North Phase II – Construction Trailer Support

Mr. Jones requested Board approval to award various contracts, work authorizations and purchase orders in the aggregated amount Not-To-Exceed **\$250,000.00** for set-up, assumption of leases and other operating costs for construction trailers within the RCID Typhoon Lagoon Trailer Compound for support of the 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 contract amount. The amount requested is included in the approved project budget. Funding for this request is included in the approved project budget and is derived from the RCID 2016-2020 Transportation Projects Ad Valorem Bonds. Mr. Jones advised that this request is related to various contracts enabling retention of the construction trailer for an additional three years for upcoming/ongoing projects. 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)**

Item 6E – World Drive North Phase III – Professional Services

Mr. Tim Stanford requested Board approval to award a Not-To-Exceed agreement for professional services to **HNTB, Inc.**, in the total amount of **\$389,930.00**, comprised of a fee amount of **\$388,330.00** for data collection, design project management, survey, geotechnical investigation and production of 10% Line and Grade design plans and reimbursable expenses of **\$1,600.00**. 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. Mr. Stanford advised that this request is for geotechnical, design and survey work related to 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 6F – Project MK2 Electric Service – Revision of Preliminary Budget

Mr. Herrick requested Board approval to revise the preliminary budget for the Project MK 2 Electric Service project by reducing approved funding in the design line item and adding funds to the construction and contingency line items. The total preliminary budget will remain unchanged. 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 to cover higher than anticipated costs requested in the preliminary budget and is just to move money around. Mr. Herrick advised that there will be no increase in the budget. 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 6G – Project MK2 Electric Service – Construction Services Agreement

Mr. Herrick requested Board approval to award a contract to **Team Fishel Company, Inc.**, in the amount of **\$766,765.00** for construction of the Project MK2 Electric Service 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 2015-1 Utility Revenue Bonds (Non-Taxable). In addition, this project will receive CIAC funds. Mr. Herrick advised that Team Fishel was not the lowest bidder, but that they were the second lowest. Mr. Herrick advised that the lowest bidder had 29 exceptions in their bid. Team Fishel has been on property for about a year. 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 E)**

Item 6H – Project H Electric Service – Construction Services Agreement

Mr. Herrick requested Board approval to award a contract to **Team Fishel Company, Inc.**, in the amount of **\$293,660.00** for construction of the Project H Electric Service 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 2015-1 Utility Revenue Bonds (Non-Taxable). In

addition, this project will receive CIAC funds. Mr. Herrick advised that Team Fishel was the lowest bid out of three bids. Mr. Herrick advised that this request will cover the costs of two new switches, two transformers and 2,500 feet of cable. 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)**

Item 6I – Project S Electric Service – Construction Services Agreement

Mr. Herrick requested Board approval to award a contract to **Team Fishel Company, Inc.**, in the amount of **\$392,729.00** for construction of the Project S Electric Service 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 2015-1 Utility Revenue Bonds (Non-Taxable). In addition, this project will receive CIAC funds. Mr. Herrick advised that this request is quite a bit lower than estimated amount and is the lowest bid of three bidders. Mr. Herrick advised that this project includes three switches, seven transformers, one mile of cable and a specialty transformer. 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. **(EXHIBIT G)**

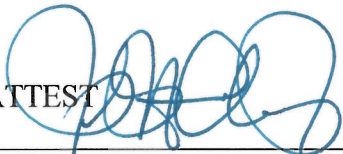
7. OTHER BUSINESS

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

Mr. Classe advised that the next BOS Meeting will take place on June 26th at 9:30 a.m.

Mr. Classe then presented the Final Thought from Bob Marley, Jamaican singer-songwriter, “Sun is shining. Weather is sweet. Make you wanna move your dancing feet.”

There being no further business to come before the Board, the meeting was adjourned at 10:55 a.m.

ATTEST 

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



Donald R. Greer
Vice-President, Board of Supervisors