

# MINUTES OF MEETING

## Board of Supervisors

### Reedy Creek Improvement District

*July 22, 2020*

9:32 a.m.

President Hames called the regular meeting of the Reedy Creek Improvement District Board of Supervisors to order at 9:32 a.m. on Wednesday, July 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, Wayne Schoolfield and Don Greer; 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; and Eryka Washington, Administration; Bruce Jones and Craig Sandt, Contract and Construction Management; Ron Zupa and Yenni Hernandez, Technology Services; Chris Quinn, Susan Higginbotham and Eddie Fernandez, Finance; and Kerry Satterwhite, Property Management. Those participating via teleconference were: Deputy Chief Eric Ferrari, RCFD; Erin O'Donnell, Administration; Lexy Wollstadt, Finance; Jason Herrick, Mark Swanson, and Ray Crooks, RCES; Kate Kolbo, Planning & Engineering; Jerry Wooldridge, Building & Safety; Jason Middleton, HR; Mike Crikis, Environmental Sciences; Sean Roberts, WDP&R-Legal; 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 who had not attended before. Mr. Fernandez advised that we have all been enjoying less traffic on the roads over the past few months. However, Mr. Fernandez advised that the safety tip of the month is "Be vigilant on the roads since schools will soon be back in session as early as next month." Please pay attention while driving and watch for buses and children.

#### **APPROVAL OF MINUTES**

Minutes from the June 24, 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 and the Deputy District Administrator. **(EXHIBIT H)**

Mr. Classe advised that the District continues to practice safety protocols related to COVID-19. Our Property Management team has been very proactive with sanitization treatments at night. We feel that our team is pretty safe and healthy. Mr. Classe advised that Disney's parks have reopened, so we are seeing activity ramping up. Mr. Classe advised that the District is not completely back to normal, but we are getting back to business.

Ms. Blakeslee advised that she didn't have anything to report this month. However, there will be a short budget discussion at the end of today's meeting.

## **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 – World Drive North Regional Stormwater Facility – Change Order**

CONSIDERATION of Request for Board approval of a change order to **Burgess & Niple, Inc. (formerly Icon Engineering)** in the fee amount of **\$16,180.00** for post-design services. The required services include consultant attendance at weekly construction meetings, approval of shop drawings and responses to contractor requests for additional information during construction of the pond outfall structure (box culvert). The current Burgess & Niple, Inc. contract amount is **\$273,417.00** and is comprised of the original contract amount of **\$250,565.00**, plus previous change orders totaling **\$22,852.00**. This change order will increase the total contract amount by 6%, resulting in a contract total of **\$289,597.00**. Funding for this request is included in the approved project budget and is derived from the RCID 2016-2024 Transportation Projects Ad Valorem Bonds.

### **Item 6B – Semi-Annual Report of Easements**

Semi-Annual Report of Easements executed by the District Administrator or Deputy District Administrator as required by Resolution No. 565 approved by the Board at its February 25, 2015 meeting for period January-June 2020. **(EXHIBIT A)**

### **Item 6C – Reappointment of Jack Shannin to the RCID Planning Board**

CONSIDERATION of Request for Board approval to reappoint **Jack Shannin** to the RCID Planning Board for a three-year term to expire July 2023.

### **Item 6D – 2020 Capital Improvements – Cloud-Based Digital Information Repository Services**

CONSIDERATION of Request for Board approval to enter into a multi-year, multi-project license agreement with **Newforma**, permitting an unlimited number of users to access the Newforma

Project Cloud proprietary digital informational repository service for a one-time fee of **\$19,150.00**. The fee for the service permits use of the system in conjunction with the administration of one or more projects with an aggregate construction cost of not more than **\$57,400,000.00**. The service will be utilized on all of the projects comprising the 2020 Capital Improvements 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.

**Item 6E – Base Contract and Special Provisions for Sale and Purchase of Natural Gas – Mercuria Energy America, LLC**

CONSIDERATION of Request for Board approval of the Base Contract and Special Provisions for Sale and Purchase of Natural Gas dated July 22, 2020 between **Mercuria Energy America, LLC** and Reedy Creek Improvement District and Board authorization for the District Administrator to execute said Base Contract and Special Provisions. **(EXHIBIT B)**

**Item 6F – Fourth Amendment to the Interlocal Agreement Between the Water Cooperative of Central Florida and Reedy Creek Improvement District Relating to the Preliminary Design and Permitting of the Alternative Water Supply Project known as the “Cypress Lake Wellfield” and Related Matters**

CONSIDERATION of Request for Board approval of the “Fourth Amendment to the Interlocal Agreement Between the Water Cooperative of Central Florida and Reedy Creek Improvement District Relating to the Preliminary Design and Permitting of the Alternative Water Supply known as the Cypress Lake Wellfield and Related Matters” and for the Board to authorize the District Administrator to execute the Amendment. **(EXHIBIT C)**

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 Ms. Adams and duly seconded, the Board unanimously approved the Consent Agenda.

**REGULAR AGENDA**

**Item 7A – EPCOT Resorts Blvd. Bridge Replacement Phase II – Professional Services Agreement**

Mr. Jones requested Board approval to award an Agreement for Professional Services to **HNTB Corporation**, in the total Not-To-Exceed amount of **\$441,409.00** for construction engineering and inspection and material testing services in support of the EPCOT Resorts Blvd. Bridge Replacement Phase II project. The total amount is comprised of a fee in the amount of **\$420,241.14** and reimbursable expenses in the amount of **\$21,167.86**. 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. Mr. Jones advised that this request is for services mentioned above. Mr. Jones advised that three responsive bids were received from HNTB, AE Engineers and HDR. Mr. Jones advised that HNTB was the most responsive bidder. Mr. Jones advised that we have used HNTB for design work on other projects, but not for the type of work that this request entails. 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 D)**

**Item 7B – Biosolids Dewatering Facility and Food Waste Transfer Station – Design Services**

Mr. Herrick requested Board approval to execute a Fee-Not-To-Exceed contract to **Tetra Tech, Inc.**, in the total amount of **\$947,837.80** for design phase, bidding phase and construction phase services associated with the Biosolids Dewatering Facility and Food Waste Transfer Station project. Funding for this request will be derived from the RCID Series 2018-1 Utility Revenue Bonds (Non-Taxable). Mr. Herrick advised that this request is for a brand new food waste transfer station. Mr. Herrick advised that three proposals were received and that Tetra Tech was the lowest responsive bidder. Mr. Herrick advised that Tetra Tech has done other design work for RCID and he feels confident that they will do a good job. 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.

**Item 7C –World Drive Chilled Water Main Extension Phase I – Initial Project Budget Revision**

Mr. Herrick requested Board approval to revise the initial project budget for the World Drive Chilled Water Main Extension Phase I project from **\$6,400,000.00** to **\$7,520,000.00**. Funding for this request will be derived from the RCID Series 2018-2 Utility Revenue Bonds (Taxable). Mr. Herrick advised that he has three items related to this project. Mr. Herrick advised that this increase in project budget is due to a decision to fast-track the project and proceed with some design assumptions in advance of some geotechnical information. The updated geotechnical information required some design modifications and additional scope of work. Mr. Herrick advised that the limits of the project extend along World Drive North from the Magic Kingdom entrance all the way down World Drive past location adjacent to Space Mountain and extending to the Contemporary Energy Plant. Mr. Herrick advised that the decommissioning of the chiller at the Contemporary will take place within the next 4-6 years. Mr. Herrick advised that lines are old and brittle and easily damaged, so they will be left in the ground. 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 E)**

**Item 7D –World Drive Chilled Water Main Extension Phase I – Preliminary Budget Review**

Mr. Herrick requested Board approval to revise the preliminary budget for the World Drive Chilled Water Main Extension Phase I project by reducing approved funding in the contingency line item by **\$100,000.00** and increasing funding in the soft costs line item by **\$100,000.00**. Funding for this request will be derived from the RCID Series 2018-2 Utility Revenue Bonds (Taxable). Mr. Herrick advised that this request is for a reduction in one line item and an increase in another. 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.

**Item 7E –World Drive Chilled Water Main Extension Phase I – Change Order**

Mr. Herrick requested Board approval to execute a Change Order with **Garney Companies, Inc.**, in the amount of **\$1,149,581.84** for World Drive Chilled Water Main Extension Phase I project.

Funding for this request will be derived from the RCID Series 2018-2 Utility Revenue Bonds (Taxable). Funding for this request will be derived from the RCID Series 2018-2 Utility Revenue Bonds (Taxable). Mr. Herrick advised that this request is for the above-mentioned change order. 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 7F – World Drive North Phase III Chilled Water and Natural Gas Infrastructure Relocation – Design Services**

Mr. Herrick requested Board approval to execute a Work Authorization under Master Services Agreement #M000132 to **Land Design, Inc.**, in the total amount of **\$185,000.00**, comprised of **\$183,000.00** in fees and **\$2,000.00** in reimbursable expenses in professional fees for design services associated with the relocation of chilled water and natural gas infrastructure on 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. Mr. Herrick advised that this request is for Land Design, Inc. to be the engineer of record for design services related to the natural gas relocation for this project. 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 8A – Budget Discussion**

Ms. Blakeslee advised that it is now July, so it is time to talk about our FY 2021 budget. In June, the preliminary assessed values were received from the Counties (Orange and Osceola), and we have started working on the 2021 Budget. Ms. Blakeslee advised that we will need to file, in August, with the County Property Appraiser our millage rate maximum amount. This rate can go down, but it cannot be increased once it has been submitted. Ms. Blakeslee advised that initial meetings have been held with all Department Heads. We are now in the process of digging in to the details. In addition, there continue to be numerous lawsuits against the values determined by the Orange County Property Appraiser's office. Ms. Blakeslee advised that we have set aside funds in case any taxes need to be refunded due to these lawsuits. Ms. Blakeslee advised that assessed values are up 9.9% and are effective as of January 1, 2020. Ms. Blakeslee advised that we are looking at a millage rate of 11.3634 for this coming year, with 7.0672 for Operating Services and 4.2962 for Debt Service. Ms. Blakeslee advised that our normal budget workshop will be held at our August 26<sup>th</sup> BOS meeting with our two budget meetings held on September 9<sup>th</sup> and September 23<sup>rd</sup>. Ms. Blakeslee advised that certain millage rate increases require that the majority of our BOS Members attend these meetings, so please mark your calendars and plan to attend. Ms. Blakeslee advised that we are not sure yet if these meetings will be virtual meetings.

**8. OTHER BUSINESS**

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

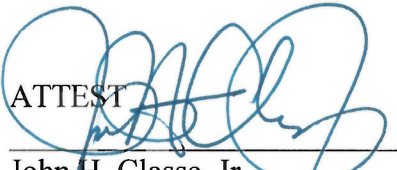
Mr. Classe advised that the next BOS meeting will take place on August 26<sup>th</sup> at 9:30 a.m. and will more than likely be a virtual meeting. President Hames advised Mr. Greer that he may have to

convene the August 26<sup>th</sup> BOS meeting due to his having surgery on August 4<sup>th</sup>. Mr. Greer advised he would be happy to convene the August BOS meeting.

Mr. Classe advised that today's Final Thought is from Wilma Rudolph, American Athlete, "*When the sun is shining I can do anything; no mountain is too high, no trouble too difficult to overcome.*"

There being no further business to come before the Board, the meeting was adjourned at 10:05 a.m.

  
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Donald R. Greer  
Vice-President, Board of Supervisors

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