MINUTES OF MEETING

Board of Supervisors

Reedy Creek Improvement District

October 23, 2019

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, October 23, 2019 at the Administrative Offices of the District, 1900 Hotel Plaza Boulevard, Lake Buena Vista, Florida.

Those present were President Larry Hames, Jane Adams, Max Brito, 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; Erin O’Donnell and Eryka Washington, Administration; Bruce Jones, Craig Sandt, Eddie Fernandez, and Dana Keller, Contract & Risk Management; Chris Quinn, Susan Higginbotham, Lexy Wollstadt, and Heidi Powell, Finance; Kerry Satterwhite, Property Management; Ron Zupa, Technology Services; Mike Crkis and Wendy Duncan, Environmental Sciences; Kate Kolbo, Planning & Engineering; Chief Richard LePere, Deputy Chief Eric Ferrari, Deputy Chief Cartwright, and Jeff Hardy, RCFD; Jason Herrick and Mark Swanson, RCES; Steven Miller and Cara Reilly, WDP&R; Marty Pawlikowski, WDI; Ed Milgrim, Milgrim Law Group; Leticia Hardy, wife of Jeff Hardy; and Margaret Lezcano, UBS.

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 location of 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 and emergency personnel wearing safety vests will escort everyone to the nearest exit. Mr. Fernandez advised that a first-aid kit is located at the Security Guard’s desk right outside the Boardroom. Mr. Fernandez advised that the monthly safety tip is “Safety is Not Scary.” Mr. Fernandez advised no tricks, just treats and to approach safety with confidence. Mr. Fernandez advised that safety doesn’t happen by accident.

APPROVAL OF MINUTES

Minutes from the September 25, 2019 BOS Meeting were approved and accepted as presented.
The District Clerk recorded proof of publication of the meeting notice. **(EXHIBIT F)**

**REPORTS**

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

Mr. Classe advised that Mr. Jeff Hardy is retiring from the RCFD and that Chief LePere wanted to say a few words. Chief LePere advised that Mr. Hardy is retiring at the end of November with 30 years of service at Reedy Creek. Chief LePere advised that Mr. Hardy served in the army as a medic and is a very patriotic guy. Chief LePere advised that Mr. Hardy has now worked at all four fire stations after coming to RCFD from the City of Apopka Fire Department. Chief LePere advised that Mr. Hardy is a very good paramedic and firefighter and can operate RCFD’s aerial apparatus. Chief LePere advised that Mr. Hardy and his wife Laticia are considering retiring out west to maybe Colorado or Wyoming. Chief LePere advised that Mr. Hardy has been a dedicated employee and a good friend and wishes him all the best. Mr. Hardy advised that it has been a privilege to work for the RCFD and appreciates all that the RCFD has done for his family. Chief LePere then presented Mr. Hardy with a plaque from the RCFD. President Hames then presented a plaque to Mr. Hardy and thanked him for his service on behalf of the BOS and RCID.

Mr. Classe advised that one of our team members at the Environmental Sciences Lab, Ms. Lorena Alarcon, became a U. S. citizen as of October 3rd. Mr. Mike Criakis advised that several of the Lab’s team members enjoyed patriotic cupcakes made by Ms. Wendy Duncan and then they took Ms. Alarcon to the Hall of Presidents at Magic Kingdom to celebrate. Mr. Criakis advised that he is thrilled to have Lorena become a U. S. citizen.

Mr. Classe then introduced Ms. Eryka Washington, our new Communications Manager, effective September 30th. Ms. Washington comes to RCID after numerous stints with TV stations here in Orlando and in Philadelphia. Mr. Classe advised that prior to joining RCID, Ms. Washington worked at the State Attorney’s Office here in Orlando.

Mr. Classe then advised that he serves on the Advisory Board of SunTrust and gave an overview of RCID to approximately 15-20 local business leaders on October 22nd. Mr. Classe advised that Mr. Schoolfield also serves on this board. Mr. Classe advised that it was an honor to give this overview and that the leaders were quite surprised to hear what RCID actually does.

Ms. Blakeslee reported that Mr. Todd Wiederkehr officially retired October 18th. Ms. Blakeslee advised that the search for his replacement began several months ago. Ms. Blakeslee then introduced Mr. Kerry Satterwhite as the new Manager of Property Management. Ms. Blakeslee advised that Mr. Satterwhite came to RCID from Benoit College in Illinois where he was the Director of Facilities. Mr. Satterwhite was also Director of Facilities at Judson University and MacMurray College. Ms. Blakeslee advised that Mr. Satterwhite has spent the last couple of weeks
showering Mr. Wiederkehr and getting acclimated to Florida and RCID. Ms. Blakeslee and the Board welcomed Mr. Satterwhite to RCID.

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:

CONSIDERATION of Request for Board approval of RCID Resolution No. 611 to designate the portion of State Road 535 between State Road 526 in Orange County and the Osceola County line as “Robert L. ‘Bob’ Billingslea Highway.” (EXHIBIT A)

Item 6B – Project C2 Electric Service – Preliminary Budget Revision
CONSIDERATION of Request for Board approval to execute a Change Order to Work Authorization #M00063-M019 (or to issue a new Work Authorization under Master Services Agreement #M000126) to Fred Wilson & Associates, Inc., in the amount of $14,680.00 for the additional design services related to changes initiated by the developer for the Project 89 Electric Service project. Funding for this request is subject to reimbursement from the RCID Series 2018-1 Utility Revenue Bonds (Taxable). (EXHIBIT B)

Item 6C – Project C2 Electric Service – Preliminary Budget Revision
CONSIDERATION of Request for Board approval to revise the preliminary budget for the Project C2 Electric Gas Service project by reducing approved funding in the construction line item and increasing funding in the design line item. The total preliminary budget amount will remain unchanged.

Item 6D – Project C2 Electric Service – Design Services
CONSIDERATION of Request for Board approval to execute a Change Order to Work Authorization #M00009-M004 to TRC Companies, Inc., in the amount of $14,250.00 for the additional design services related to changes to Project C2 Electric Service Project. Funding for this request is subject to reimbursement from the RCID Series 2018-1 Utility Revenue Bonds (Taxable). (EXHIBIT C)

Item 6E – EPCOT Reclaimed Water Conversion – RCES Soft Costs
CONSIDERATION of Request for Board approval of an amount Not-To-Exceed $40,000.00 for RCES engineering and construction support, including survey, submittal review and project inspection costs for the EPCOT Reclaimed Water Conversion 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 subject to reimbursement from the RCID Series 2018-1 Utility Revenue Bonds (Taxable).
Item 6F – New Perimeter Canal Bridge & Repairs to S-46 Structure – RCES Soft Costs
CONSIDERATION of Request for Board approval of an amount Not-To-Exceed $40,000.00 for RCES engineering and construction support, including survey, submittal review and project inspection costs for the New Perimeter Canal Bridge & Repairs to S-46 Structure 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 2018-1 Utility Revenue Bonds (Taxable).

Item 6G – World Drive North Phase II – RCES Surveying Services
CONSIDERATION of Request for Board approval to establish a Not-To-Exceed Agreement between RCID and RCES in the total amount of $49,500.00 for survey support, quality control checks and layout 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 2016-2020 Transportation Projects Ad Valorem Bonds.

Item 6H – EPCOT Resorts Blvd. Bridge Replacement – RCES Surveying Services
CONSIDERATION of Request for Board approval to establish a Not-To-Exceed Agreement between RCID and RCES in the total amount of $42,000.00 for survey support, quality control checks and layout services in support of the EPCOT Resorts Bridge Replacement Phase I & II projects. Funding for this request is included in the approved project budget and is derived from the RCID 2016-2020 Transportation Projects Ad Valorem Bonds.

Item 6I – World Drive Extension – Construction Services Work Authorization
CONSIDERATION of Request for Board approval to issue a Work Authorization under RCID’s Master Agreement with Carter Electric, Inc., in the amount of $30,866.00 for the relocation of one light pole and the installation of three light poles in support of the World Drive Extension 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 additional 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.

President Hames asked if anyone had a reason to bring up any items on the Consent Agenda for further discussion. Mr. Greer asked what reasoning was behind the request for approval of Resolution No. 611 on the Consent Agenda. Mr. Classe advised that Mr. Billingslea was previously an employee of WDP&R and had a long-term relationship with them. During the last Legislative session, Representative Geraldine F. Thompson secured the inclusion of language in House Bill 385 designating the portion of SR 535 between SR 526 in Orange County and Osceola County as “Robert L. ‘Bob’ Billingslea Highway. As required by the State, RCID is required to approve a Resolution if an action affects roads along a corridor of RCID property.

No other 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 – New Perimeter Canal Bridge & Repairs to S-46 Structure – Design Services
Mr. Jason Herrick requested Board approval to award a contract to DRMP in the amount of $54,436.00 for design, bidding and construction phase services for the New Perimeter Canal Bridge & Repairs to S-46 Structure project. Staff also requests 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 2018-1 Utility Revenue Bonds (Taxable). Mr. Herrick advised that this request is for a new project covering the next two items on the agenda. Mr. Herrick advised that adjacent to the new solar farm near the 429, the crossing is failing and needs to be replaced. Ms. Kolbo advised that this structure issue has been looked at for some time. This gate was originally installed in 1967 and is now failing. 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 7B – New Perimeter Canal Bridge & Repairs to S-46 Structure – Design Services
Mr. Herrick requested Board approval to award a contract to HNTB, Inc., in the amount of $52,761.69 for design, bidding and construction phase services for repairs to S-46 structure. Staff also requests 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 2018-1 Utility Revenue Bonds (Taxable). Mr. Herrick advised that proposals for deck structure repairs were sent to three firms, all of whom were pre-qualified. 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 7C – EPCOT Reclaimed Water Conversion – Design Services
Mr. Herrick requested Board approval to execute a Work Authorization under Master Services Agreement #M000128 to CPH, Inc., in the total amount of $146,153.15 in professional fees for design services associated with the EPCOT Reclaimed Water Conversion project. Funding for this request is derived from the RCID Series 2018-1 Utility Revenue Bonds (Taxable). Mr. Herrick advised that this request is for a new project and that all irrigation is now done with potable water. Mr. Herrick advised that this project will convert the potable water to reclaimed water and will save 89.3 million gallons per year of potable water. Mr. Herrick advised that this request is for scope to modify the existing system. Mr. Herrick advised that the closest reclaimed water on the west side of EPCOT is at World Drive. On the east side, it is right at the Central Energy Plant. The scope is for piping work from these two locations to tie into existing systems. Mr. Herrick advised that there is a lot more greenspace at EPCOT. Mr. Herrick advised that at this time, 20% of all resorts are not using potable water. 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 – Project 89 Natural Gas Uprising – Budget**
Mr. Herrick requested Board approval to establish an initial budget of $1,620,000.00 for the Project 89 Natural Gas Uprising project. Funding for this request is derived from the RCID Series 2018-1 Utility Revenue Bonds (Taxable). Mr. Herrick advised that this project is to uprate natural gas pipeline from World Drive to Ft. Wilderness near the new resort and covers repairs to existing system. Mr. Herrick advised that there are four parts to this project; new pressure-reducing system; regulation testing; leak testing; and temporary processing of gas to existing customers while job is being done. 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 – Project 89 Natural Gas Uprising – Construction Services**
Mr. Herrick requested Board approval to execute a Professional Services Agreement to Sabcon Underground LLC, in the amount of $1,167,781.00 for construction and pressure testing required to increase the operating pressure of the natural gas pipeline that serves Project 89. Staff also requests 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 2018-1 Utility Revenue Bonds (Taxable). Mr. Herrick advised that this request only received two bids. Mr. Herrick reported that contractors have to be qualified to bid and there aren’t that many to choose from, 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.

**Item 7F – Project 89 Natural Gas Uprising – Owner-Furnished Material (OFM)**
Mr. Herrick requested Board approval of Owner-Furnished Material (OFM) in the amount of $150,000.00 for Project 89 Natural Gas Uprising project. Funding for this request is derived from the RCID Series 2018-1 Utility Revenue Bonds (Taxable). Mr. Herrick advised that this request is for work associated with Copper Creek, the Disney Vacation Club resort, at the Wilderness Lodge and covers OFM. 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 7G – Project 89 Natural Gas Uprising – RCES Soft Costs**
Mr. Herrick requested Board approval of an amount Not-To-Exceed $150,000.00 for RCES engineering and construction support, including survey, submittal review and project inspection costs for the Project 89 Natural Gas Uprising 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 2018-1 Utility Revenue Bonds (Taxable). Mr. Herrick advised that this request is to change existing pressure from 50psi to 200psi instead of 150psi as originally planned. This increase in psi will cover future growth. 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 7H – Contemporary Chiller Plant Electric Service to New Booster Pumps – Design Services
Mr. Herrick requested Board approval to execute a Change Order to Work Authorization #M000126-M004 to Fred Wilson & Associates, Inc. in the total amount of $82,798.00 in addition to professional fees for design services associated with the Contemporary Chiller Plant Electric Service to New Booster Pumps project. The total amount is comprised of a fee in the amount of $79,285.00 and reimbursable expenses in the amount of $3,513.00. Funding for this request is derived from the RCID Series 2018-2 Utility Revenue Bonds (Taxable). Mr. Herrick advised that this request is to cover the cost of providing new electrical service to the Contemporary Chiller Plant and electrical service from switches to new pumps. Mr. Herrick advised that he had two teams working on this project, but unfortunately, neither team included these design services in their previous requests for approval. 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 7I – Replacement of Transformers at LBV Substation – Budget
Mr. Herrick requested Board approval to establish an initial budget of $3,000,000.00 for the Replacement of Transformers at LBV Substation project. Funding for this request is derived from the RCID Series 2018-2 Utility Revenue Bonds (Taxable). Mr. Herrick advised that this request covers a new project. This project includes replacement of transformers at LBV substation near Fire Station 4. Mr. Herrick advised that this substation has two transformers that have been there since 1973 and based on history, need to be replaced. 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 7J – Replacement of Transformers at LBV Substation – Construction Services
Mr. Herrick requested Board approval to award a contract to Reliability Substation Services, Inc., in the amount of $1,200,000.00 for construction of the Replacement of Transformers at LBV Substation 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 additional contract amount. Funding for this request is derived from the RCID Series 2018-2 Utility Revenue Bonds (Taxable). Mr. Herrick advised that this request is for construction services related to replacement of transformers with new ones that are in inventory from a previous project that was cancelled. Mr. Herrick advised that these type transformers have been used by both Duke and Orlando Utilities Commission and are very high quality and were vetted by Duke. 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 7K – Replacement of Transformers at LBV Substation – Owner-Furnished Materials (OFM)
Mr. Herrick requested Board approval of Owner-Furnished Material (OFM) in the amount of $1,500,000.00 for the Replacement of Transformers at LBV Substation project. Funding for this request is derived from the RCID Series 2018-2 Utility Revenue Bonds (Taxable). Mr. Herrick advised that several years ago, the BOS approved the purchase of transformers for the Typhoon
Lagoon project, but work was cancelled. So, this request is for the use of those transformers 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.

**Item 7L – Replacement of Transformers at LBV Substation – RCES Soft Costs**

Mr. Herrick requested Board approval of an amount Not-To-Exceed $180,000.00 for RCES engineering and construction support, including survey, submittal review and project inspection costs for the Replacement of Transformers at LBV Substation 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 2018-2 Utility Revenue Bonds (Taxable). Mr. Herrick advised that this request for soft costs is to replace each transformer separately. Mr. Herrick advised that the first transformer replacement will begin between the end of this year and beginning of late March/April, but definitely before July 4th. 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)*

**8. OTHER BUSINESS**

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

Ms. Dana Keller invited the BOS to participate in the District’s flu shot clinic to be held on October 29th between 9:00-1:00 if they are available and are interested.

Mr. Classe advised that the next BOS Meeting will take place on November 20th at 9:30 a.m. Mr. Classe reminded the BOS that he will not be attending the November 20th BOS meeting as he will be recuperating from surgery.

Mr. Classe then presented the Final Thought from Thomas Jefferson, “Whenever you do a thing, act as if all the world were watching.”

There being no further business to come before the Board, the meeting was adjourned at 10:15 a.m.

[Signature]

Laurence C. Hames
President, Board of Supervisors

**ATTEST**

[Signature]

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