

MINUTES OF MEETING

Board of Supervisors

Reedy Creek Improvement District

November 14, 2018

9:35 a.m.

President Hames called the regular meeting of the Reedy Creek Improvement District Board of Supervisors to order at 9:35 a.m. on Wednesday, November 14, 2018 at the Administrative Offices of the District, 1900 Hotel Plaza Boulevard, Lake Buena Vista, Florida.

Those present were Larry Hames, Donald Greer, Jane Adams, 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 Williams, Assistant District Clerk, and Erin O'Donnell, Administration; Bruce Jones, Craig Sandt, and Eddie Fernandez, Contract & Risk Management; Susan Higginbotham, Lexy Wollstadt, and Heidi Powell, Finance; Ron Zupa and Yenni Hernandez, Technology Services; Mike Crikis, Environmental Sciences; Kate Kolbo, Planning & Engineering; Mike Rickabaugh, Bldg. & Safety; Chief Richard LePere, Deputy Chief Eric Ferrari and Deputy Chief Keith Cartwright, RCFD; Chris Ferraro, Jason Herrick and Mark Swanson, RCES; John McGowan, and Melissa Corey, WDP&R; Joe Mooney, GHD; Nathan Barnett, grandson of Wayne Schoolfield; and Ed Milgrim, Law Office of Ed Milgrim.

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 AEDs in case of an emergency. Mr. Fernandez advised that a first-aid kit is located at the Security Guard's desk right outside the Boardroom. 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 there is no specific safety tip of the month, but advised everyone to please change the batteries in their smoke detectors, if you have not done so already, due to the recent time change. Mr. Fernandez then presented a demonstration on how to protect a 9-volt battery when disposing of them. This is because there is still a little charge left in these batteries and a spark could cause a fire. This battery safety only applies to 9-volt batteries.

APPROVAL OF MINUTES

Minutes from the October 24th BOS Meeting were approved as presented.

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

REPORTS

A departmental report was presented by the District Administrator. **(EXHIBIT E)**

Mr. Classe advised that he had a couple of celebrations to mention to the BOS. Mr. Classe asked Mr. Mike Crikis to give a report on the recent audit of the Environmental Sciences Lab. Mr. Crikis advised that the Lab undergoes an audit every two years by a private contractor who reports findings to the Florida Department of Health. Mr. Crikis advised that this audit can cover as many years' worth of records as the auditor would like to review. Mr. Crikis advised that the Lab was found to be operating perfectly relating to testing procedures and the contractor advised that the RCID Lab was one of the best he's ever seen.

Mr. Classe advised that on November 8th, the new entrance to Hollywood Studios opened, which is the first phase of the new Osceola Parkway/Victory Way Interchange Project. Mr. Classe thanked the Construction and Design Team, Bruce Jones/Craig Sandt/Kate Kolbo, and their teams for a great job in getting this accomplished as scheduled with no significant challenges. Mr. Classe advised that the second phase is scheduled for completion in early 2019.

Ms. Blakeslee advised that a service award celebration was held at the Magic Kingdom on November 5th. This celebration is held in conjunction with the Disney cast member celebration. RCID employees with 5 to 30 years of service were honored. RCID had a total of 52 employees who were recognized, totaling 805 years of service. Ms. Blakeslee advised that the venue changes every 5 years so that the honorees get to experience a different park during their anniversaries.

Mr. Schoolfield asked for an update on the ridership and finances related to the Osceola Parkway, which Ms. Blakeslee addressed. Ms. Blakeslee advised that she did not have the exact figures in hand for ridership, but by reviewing the revenue stream, it is increasing. Ms. Blakeslee advised that she will get numbers on ridership to Mr. Schoolfield at a later date. Ms. Blakeslee advised that \$5M was received from toll revenue in the last fiscal year and the District's budget reflects that amount. Ms. Blakeslee advised that this amount is net, after paying bond debt, maintenance costs and savings for R&R. RCID covered all deficits from 1992-2004 before refinancing in 2004. RCID wrote off approximately \$25M before the 2004 refinancing.

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 – A.3 Parking Garage Pedestrian Bridge- Amendment of Professional Services

Agreement

CONSIDERATION of Request for Board approval to amend the Agreement for Professional Services between RCID and **HHCP Architects, P.A.**, and add to the Not-To-Exceed fee in the total amount of **\$5,600.00** for additional design services in support of the A.3 Parking Garage Pedestrian Bridge 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.

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 – World Drive Phase 2 Project Regional Stormwater Facility – Professional Services

Agreement

Ms. Kate Kolbo requested Board approval to award a Professional Services Agreement to **ICON Consulting Group Incorporated**, in the total amount of **\$250,565.00**, comprised of **\$214,948.00** in professional design fees, **\$32,692.00** in Survey Services and **\$2,925.00** in anticipated reimbursable expenses for the design of a Regional Stormwater Facility. This design shall include weekly design meetings, stormwater modeling and permitting, final drainage design, structural design for outfall system, utility relocation design if required, and production of plans suitable for bidding and construction of the facility; survey services, geotechnical exploration and Post Design Services to support the bidding and construction phase of the job are also included. Staff also requires Board authorization for the District Administrator or Deputy District Administrator to execute change orders up to an aggregate amount of **10%** of the above amount. Funding for this request is included in the approved project budget and is derived from the RCID Series 2016-2020 Transportation Projects Ad Valorem Bonds. Ms. Kolbo advised that this project will begin with design work effectively immediately and go through the end of March. The proposed pond is approximately 27 acres in size. This project also includes a few utility relocations to support the pond and drainage system construction. 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 7B – Capital Improvement Projects – RCID Construction Management Labor

Mr. Jones requested Board approval of a Not-To-Exceed amount of **\$380,000.00** for RCID Construction Management labor costs to support the delivery of various Capital Improvement Projects through the end of Fiscal Year 2019. Such labor costs will be allocated to the A.3 Parking Garage, the Floridian Place and Western Way Roadway Extension Projects and to additional Capital Improvement Projects that may be initiated during Fiscal Year 2019. 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 a request considered by the BOS in May of 2017, authorizing \$405,000.00 to allocate RCID

Construction Management labor costs to the Capital Improvement projects. Mr. Jones advised that we are rapidly approaching the \$405,000.00 amount, so this request is for additional funding thru September 2019. Mr. Jones advised that there will be overall savings by using the Construction Management team as opposed to using outside consultants. Mr. Jones advised that he would provide a recap of the budget at a future BOS meeting showing how much monies have been spent to-date on these projects. 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 Lagoon Electrical Upgrade – Revision of Preliminary Budget

Mr. Herrick advised that the next three projects are all projects that the BOS has seen before. Mr. Herrick advised that these requests for additional funding cover network switches and equipment that will communicate with equipment already in the field. Mr. Herrick advised that the decision was recently made to use funds from Bond monies for these projects. Mr. Herrick requested Board approval to revise the preliminary budget for the Epcot Lagoon Electrical Upgrade project from **\$1,755,000.00** to **\$2,430,000.00**. Funding for this request is derived from the RCID Series 2015-1 Utility Revenue Bonds and the RCID Series 2018-1 Utility Revenue Bonds (Non-Taxable). In addition, this project will receive customer Cost-in-Aid-of-Construction (CIAC) funds. 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 A)**

Item 7D – Epcot Lagoon Electrical Upgrade – Construction Services

Mr. Herrick requested Board approval to award a contract to **Team Fishel** in the amount up to **\$1,598,627.00** for construction of new electric service to the Epcot Lagoon Electrical Upgrade 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 and the RCID Series 2018-1 Utility Revenue Bonds (Non-Taxable). In addition, this project will receive CIAC funds. Mr. Herrick advised that the project was estimated to be \$1.1M, but bid came in at \$1.2 M, due to alternatives added after 90% of design work was completed. There were two bids received from three bidders and this contract was the lowest bid. Mr. Herrick advised that Team Fishel has done a lot of work on property. 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 7E – Epcot Lagoon Electrical Upgrade – Owner-Furnished Materials (OFM)

Mr. Herrick requested Board approval to increase the budget of owner-furnished materials (OFM) in the amount of **\$25,000.00** for the Epcot Lagoon Electrical Upgrade project. Funding for this request is derived from the RCID Series 2015-1 Utility Revenue Bonds and the RCID Series 2018-1 Utility Revenue Bonds (Non-Taxable). In addition, this project will receive CIAC funds. There will be two new large transformers, both 1500kva. Mr. Herrick advised that the added benefit is that these can be purchased tax-free with an early lead time. 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 7F – Epcot Lagoon Electrical Upgrade – RCES Soft Costs

Mr. Herrick requested Board approval to increase funding for RCES engineering, project management, surveying, and general requirements services in the amount of **\$100,000.00** to support the Epcot Lagoon Electrical Upgrade project. Funding for this request is derived from the RCID Series 2015-1 Utility Revenue Bonds and the RCID Series 2018-1 Utility Revenue Bonds (Non-Taxable). In addition, this project will receive CIAC funds. Mr. Herrick advised that scope of work was changed a while back. 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 7G – Project MI Electric Service – Revision of Preliminary Budget

Mr. Herrick advised that the BOS has seen this project a few times. Mr. Herrick advised that five contractors have done excellent work on this project in a tight workspace. Mr. Herrick advised that this project has gone on longer than anticipated due to the tight work area. Mr. Herrick requested Board approval to revise the preliminary budget for the Project MI Electric Service project from **\$1,650,000.00** to **\$1,850,000.00**. Funding for this request is derived from the RCID Series 2015-1 Utility Revenue Bonds and the RCID Series 2018-1 Utility Revenue Bonds (Non-Taxable). In addition, this project will receive CIAC funds. 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 B)**

Item 7H – Project MI Electric Service – Owner-Furnished Materials (OFM)

Mr. Herrick requested Board approval to increase the budget of owner-furnished materials (OFM) in the amount of **\$100,000.00** for the Project MI Electric Service project. Funding for this request is derived from the RCID Series 2015-1 Utility Revenue Bonds and the RCID Series 2018-1 Utility Revenue Bonds (Non-Taxable). In addition, this project will receive CIAC funds. 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 7I – Project MI Electric Service – RCES Soft Costs

Mr. Herrick requested Board approval to increase funding for RCES engineering, project management, surveying, and general requirements services in the amount of **\$100,000.00** to support the Project MI Electric Service project. Funding for this request is derived from the RCID Series 2015-1 Utility Revenue Bonds and the RCID Series 2018-1 Utility Revenue Bonds (Non-Taxable). In addition, this project will receive CIAC funds. 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 7J – New 69kV Double Circuit Transmission Line & Switching Station Solar Array Project – Revision of Preliminary Budget

Mr. Herrick requested Board approval to award a contract to revise the preliminary budget for New 69kV Double Circuit Transmission Line & Switching Station for the Solar Array Project from **\$3,298,000.00** to **\$3,418,000.00**. Funding for this request is derived from the RCID Series

2015-1 Utility Revenue Bonds and the RCID Series 2018-1 Utility Revenue Bonds (Non-Taxable). Mr. Herrick advised that this request is related to the network which will be used to communicate with Solar Array and includes cameras and keyless entry to the building. 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 7K – New 69kV Double Circuit Transmission Line & Switching Station Solar Array Project – Owner-Furnished Materials

Mr. Herrick requested Board approval of owner-furnished materials (OFM) in the amount of **\$120,000.00** for the New 69kV Double Circuit Transmission Line Switching Station for the Solar Array project. Funding for this request is derived from the RCID Series 2015-1 Utility Revenue Bonds and the RCID Series 2018-1 Utility Revenue Bonds (Non-Taxable). Mr. Herrick advised that this project should be completed by the end of the year. 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.

8. OTHER BUSINESS

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

Mr. Classe advised that the BOS Holiday Event will be held the evening of December 12th. Also, Mr. Classe asked the BOS to hold the afternoon open immediately following the BOS Meeting for a special event. Mr. Classe said more information will follow as we get closer to the date.

Mr. Classe advised that December 23rd is the date for the BOS to attend the EPCOT Candlelight Processional. Mr. Classe advised that Wanda Siskron will coordinate with the BOS re. logistics.

Mr. Classe advised that the next BOS Meeting will take place on December 12th at 9:30 a.m.


Mr. Classe then presented the Final Thought from William Thackeray, British novelist and author, 1811-1863, "Never lose a chance of saying a kind word".

There being no further business to come before the Board, the meeting was adjourned.



Laurence C. Hames
President, Board of Supervisors

ATTEST



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