

## MINUTES OF MEETING

Board of Supervisors

Reedy Creek Improvement District

*November 18, 2020*

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, November 18, 2020, 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; and Wanda Siskron, District Clerk, Administration; and Ron Zupa, Technology Services; Those participating via teleconference were: Chris Quinn and Lexy Wollstadt, Finance; Bruce Jones, Procurement; Eryka Washington and Erin O'Donnell, Communications; Chris Ferraro, Mark Swanson, Anthony Kasper and Jason Herrick, RCES; Kate Kolbo, Planning & Engineering; Yenni Hernandez, Technology Services; Jason Middleton, Human Resources; Sean Roberts, WDP&R; 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. Fernandez was not in attendance. Therefore, Mr. Classe advised that since everyone in attendance knows where the exits are, he will forego the Safety presentation.

### **APPROVAL OF MINUTES**

Minutes from the October 21, 2020 BOS Meeting were approved and accepted as presented.

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

### **REPORTS**

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

Mr. Classe asked everyone to keep Mr. Kermit Prime and his family in their thoughts and prayers as Kermit is still struggling with some serious health issues. He has now been moved to a rehab facility to recuperate.

Mr. Classe thanked the RCID team on how well they have continued to work through the pandemic situation. Mr. Classe advised that we will continue the modified work schedule until the middle of January and will re-evaluate at that time. Mr. Classe advised that even with the modified schedule, the District is still able to provide sufficient services to our taxpayers.

Ms. Blakeslee advised that flu shots were offered to all employees at the beginning of November. Ms. Blakeslee advised also that COVID testing is still underway at the Main Gate West Side area free of charge.

Ms. Blakeslee advised that our United Way campaign just ended with approximately \$15,000-\$16,000 contributed by employees. Ms. Blakeslee advised that our Employee Engagement Committee is in charge of year-round events and that she will provide a year-end report at the December or January BOS 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 can be pulled from the Consent Agenda for further discussion, if requested. Consent Agenda items are shown below:

#### **Item 6A – Solar Transaction Schedule between RCID and Duke Energy Florida (DEF) – First Amendment**

CONSIDERATION of Request for Board approval of the First Amendment to the Transaction Schedule between RCID and **Duke Energy Florida (DEF)** dated July 24, 2019 for Solar Purchases and Board authorization for the District Administrator to execute said Transaction Schedule. Under the existing Transaction Schedule, RCID purchases up to 5MW of Solar energy for the period August 1, 2019 through December 31, 2020. The First Amendment extends the original purchase Term by three (3) months to March 31, 2021. **(EXHIBIT A)**

#### **Item 6B – Amendment #9 to the Service Agreement between RCID and Florida Gas Transmission Company, LLC**

CONSIDERATION of Request for Board approval of Amendment #9 to Exhibits A, B and C to the Rate Schedule FTS-1 Service Agreement between RCID and **Florida Gas Transmission Company, LLC**, dated November 1, 1993 and authorization for the District Administrator to execute said Amendment #9 to Exhibits A, B and C to the Service Agreement. Amendment #9 allows RCID to Realign (Move) its Gulf South St. Landry Receipt point on the FGT pipeline to the Frisco Arcadian Receipt point on the FGT pipeline. Such realignment will allow for more efficient and less costly purchasing opportunities for RCID. **(EXHIBIT B)**

**Item 6C – Rehabilitation of Lift Stations 17, 23, 46 and 59 – RCES Soft Costs**

CONSIDERATION of Request for Board approval of an amount Not-To-Exceed **\$35,000.00** for RCES engineering and construction support, including survey, submittal review and project inspection costs for the Rehabilitation of Lift Stations 17, 23, 46 and 59 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 will be derived from the RCID Series 2018-1 Utility Revenue Bonds (Non-Taxable).

**Item 6D – World Drive North Phase 2 – Work Authorization**

CONSIDERATION of Request for Board approval to execute a Work Authorization under Master Services Agreement #M000138 to **Pond and Company, Inc.**, in the total amount of **\$49,330.00** for natural gas systems design services associated with the World Drive North Phase 2 project. Funding for this request is in the approved project budget and will be derived from the RCID 2016-2020 Transportation Projects Ad Valorem Bonds.

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

CONSIDERATION of Request for Board approval of a revised Letter of Intent (LOI) with **CONTECH Engineering Solutions** associated with the pedestrian bridge structures at Flamingo Crossings. The revised LOI documents that the two pedestrian bridges have different span lengths. The design costs remain unchanged. **(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 Mr. Schoolfield and duly seconded, the Board unanimously approved the Consent Agenda.

**REGULAR AGENDA**

**Item 7A – RCID Resolution No. 619 – Utility Reimbursement**

Mr. Quinn requested Board approval and adoption of Resolution No. 619, a Resolution of the Board of Supervisors of the Reedy Creek Improvement District declaring the official intent of the District to reimburse itself from the proceeds of tax-exempt obligations for certain expenses to be incurred with respect to the design, acquisition, extension, expansion, construction and improvement of the District's utility system, authorizing certain incidental actions; and providing for severability and an effective date. Mr. Quinn advised that this request will allow the borrowing of funds for the next phase of our Utility Capital Program in the range of approximately \$69-\$65 million. Mr. Quinn advised that this Reimbursement Agreement allows us to commit on projects that need funding before money hits the bank account in the 1<sup>st</sup> quarter of 2021. 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 7B – Ft. Wilderness Live Front Replacement – Initial Budget**

Mr. Herrick requested Board approval to establish an initial budget of **\$1,927,500.00** for the Fort Wilderness Live Front Replacement project. Funding for this request will be derived from the RCID Series 2015-1 Utility Revenue Bonds (Non-Taxable). Mr. Herrick advised that this is a new project with four requests on the agenda. Mr. Herrick advised that this request is to replace 12 live front switches and to eliminate two switches as well as install 20,000 linear feet of new cable. Mr. Herrick advised that this project went out to bid for a little over \$2M which is under budget. 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 E)**

**Item 7C – Ft. Wilderness Live Front Replacement – Construction Services Agreement**

Mr. Herrick requested Board approval to award a Contract to **Maddox Electric Company, Inc.**, in the amount of **\$920,743.00** for construction of the Fort Wilderness Live Front Replacement 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 will be derived from the RCID Series 2015-1 Utility Revenue Bonds (Non-Taxable). Mr. Herrick advised that this request is for a contract to Maddox Electric Company, Inc. who was the lowest of three bids received 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 7D – Ft. Wilderness Live Front Replacement – Owner-Furnished Material (OFM)**

Mr. Herrick requested Board approval of Owner-Furnished Material (OFM) in the amount of **\$725,000.00** for the Fort Wilderness Live Front Replacement project. Funding for this request will be derived from the RCID Series 2015-1 Utility Revenue Bonds (Non-Taxable). Mr. Herrick advised that this request is to cover 12 new switches and 20,000 linear feet of cable. Mr. Herrick advised that upon approval, this project will start immediately and our goal is to be finished by April/May 2021. 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 – Ft. Wilderness Live Front Replacement – RCES Soft Costs**

Mr. Herrick requested Board approval of an amount Not-To-Exceed **\$185,000.00** for RCES engineering and construction support, including survey, submittal review and project inspection costs for the Fort Wilderness Live Front Replacement 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 will be derived from the RCID Series 2015-1 Utility Revenue Bonds (Non-Taxable). Mr. Herrick advised that this request is to cover soft costs and represents 20% of construction costs. 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 – Replacement of Switch Station 60 at Wastewater Treatment Plant – Revised Initial Budget**

Mr. Herrick requested Board approval to revise the initial project budget for the Replacement of Switch Station 60 at the Wastewater Treatment Plant project from **\$2,262,000.00** to **\$2,382,000.00**. Funding for this request will be derived from the RCID Series 2018-1 Utility Revenue Bonds (Non-Taxable). Mr. Herrick advised that design services were approved in August 2019 for replacement of live front switches. However, the initial budget was not set until June 2020. Unfortunately, in this initial budget, monies were not included for design costs. 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 F)**

**Item 7G – Replacement of Switch Station 60 at Wastewater Treatment Plant – Work Authorization Change Order**

Mr. Herrick requested Board approval to execute a Change Order to Work Authorization #W003 under Master Services Agreement #M000126 to **Fred Wilson and Associates, Inc.**, in the total amount of **\$9,702.00** for work associated with the Replacement of Switch Station 60 at the Wastewater Treatment Plant 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 generator support for the Facility while completing this project. In the initial audit, we didn't realize that two switches feed this Facility and would require support during this project. Mr. Herrick advised that these switches date back to the early 90's. 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 7H – PLC Equipment Replacement Phase I – Initial Budget**

Mr. Herrick requested Board approval to establish an initial budget of **\$450,000.00** for the PLC Equipment Replacement Phase 1 project. 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 replacement of 60 PLC's (Programmable Logistical Controllers) that interface with system control and monitor processes remotely. The controllers we now have are obsolete and are no longer supported. Mr. Herrick advised that this project is a five-year program and this is just Phase I. This year, nine of the controllers will be replaced. 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 7I – PLC Equipment Replacement Phase I – Owner-Furnished Materials (OFM)**

Mr. Herrick requested Board approval of Owner-Furnished Material (OFM) in the amount of **\$110,000.00** for the PLC Equipment Replacement Phase 1 project. Funding for this request will be derived from the RCID Series 2018-2 Utility Revenue Bonds (Taxable). Mr. Herrick advised that this request is mostly for costs of the PLC's and smaller electrical items. 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 – PLC Equipment Replacement Phase I – RCES Soft Costs**

Mr. Herrick requested Board approval of an amount Not-To-Exceed **\$32,000.00** for RCES engineering and construction support, including survey, submittal review and project inspection costs for the PLC Equipment Replacement Phase 1 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 will be derived from the RCID Series 2018-2 Utility Revenue Bonds (Taxable). Mr. Herrick advised that we are in the process of getting hardware proposals for this project. Software is part of a different initiative. Mr. Herrick advised that we will keep a reserve of parts from the nine PLC's as spare parts for the other 51 PLC's remaining to be replaced over the next few years. 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 7K – RCID Resolution No. 620 – EPCOT Building Code Permit Fees**

Mr. Classe requested Board approval and adoption of **Resolution No. 620** of the Reedy Creek Improvement District amending Section 304 of the EPCOT Building Code, concerning the refunding of Permit Fees in limited circumstances, providing for conflicts, and providing for an effective date. Mr. Classe read excerpts from the Resolution related to projects being postponed due to COVID-19. Mr. Classe advised that when projects are postponed due to force majeure or an epidemic such as COVID-19, a written request for refunds of permit fees may be made. Mr. Classe advised that it doesn't make sense to continue to hold onto collected fees if no monies have been expended on the projects. Mr. Classe advised that this Resolution will allow the District in the future to refund collected fees in an amount no less than \$500.00. Mr. Classe advised that the District has approximately \$500,000.00 in collected fees that can potentially be refunded to our customers. 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 H)**

**8. OTHER BUSINESS**

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

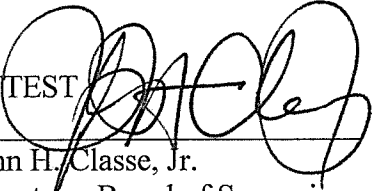
Mr. Classe advised that if the BOS Members were available and were interested, he would like to take them on a tour of the property after the December BOS meeting. A lot has been accomplished since the last tour. Mr. Classe advised that we could take a small group in a company van and then have lunch afterwards if everyone feels comfortable with these arrangements.


Mr. Classe advised that the next BOS meeting will take place on December 16th at 9:30 a.m.

Mr. Classe advised that today's Final Thought is from Johnny Carson, American Television Host, *"Thanksgiving is an emotional holiday. People travel thousands of miles to be with people they only see once a year. And then discover once a year is way too often."*

There being no further business to come before the Board, the meeting was adjourned at 10:00 a.m.

ATTEST

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

  
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Laurence C. Hames  
President, Board of Supervisors