MINUTES OF MEETING

Board of Supervisors

Reedy Creek Improvement District

July 28, 2021

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, July 28, 2021 at the Administrative Offices of the District, 1900 Hotel Plaza Boulevard, Lake Buena Vista, Florida.

Those present were President Hames, Don Greer, Max Brito and Jane Adams, 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, Administration; Chris Quinn, Susan Higginbotham, and Heidi Powell, Finance; Ron Zupa, Technology Services; Bruce Jones, Procurement; Jerry Wooldridge, Building and Safety; Eryka Washington, Communications; Kerry Satterwhite and Craig Sandt, Facilities; Jason Middleton, Human Resources; Chief Richard LePere, Assistant Chief Wendi Moldthan, Assistant Chief Stan Paynter, Assistant Chief Tanya Naylor-Molea, Samantha Zaino, Raphael Port, and Jon Shirey, RCFD; Anthony Kasper, RCES; and Ed Milgrim and Ilana Perras, Milgrim Law Group. Those participating via teleconference were: Chris Ferraro, RCES; Kate Kolbo, Planning & Engineering; Yenni Hernandez, Technology Services; Wendy Duncan and Jeff Holland, Environmental Sciences; Erin O'Donnell, Communication; and .BM1 Tiffanyann Nicole Spivey, U. S. Navy.

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 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. Mr. Fernandez advised that a first-aid kit is located at the Security Guard's desk right outside the Boardroom. Mr. Fernandez advised that this month's safety topic is related to school being back in session soon. Watch your speed and watch for school buses, walkers and bicycle riders. Mr. Fernandez thanked Ann Blakeslee for all of her support over the years and wished her well in her retirement. He presented her with a couple of safety gifts; i.e., ear plugs, rescue me tool, and cooling towel.

APPROVAL OF MINUTES

Minutes from the June 23, 2021 BOS Meeting were approved and accepted as presented. The District Clerk recorded proof of publication of the meeting notice. **(EXHIBIT E)**

REPORTS

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

Mr. Classe advised that today we have Raphael Port, Firefighter/Paramedic, RCFD, here to recognize several members of RCID's Management Staff. Mr. Port is also a First Class Petty Officer in the U. S. Navy. Mr. Port advised that he has been a Firefighter/Paramedic for 13 years, 10 of those with the RCID SOAR team. Mr. Port presented an ESGP (Employer Support of the Guard and Reserve) award to Mr. Classe, Chief Richard LePere and Deputy Chief Eric Ferrari (not present). This award recognizes Supervisors and Managers who allow military employees flexible work schedules, time off and Leaves of Absence when needed to further their military training. BM1 Tiffanyann Nicole Spivey with the U. S. Navy then read a letter of recognition from the U. S. Navy thanking Reedy Creek for their support of all military personnel. Chief LePere then said a few words about Raphel's career at RCFD and his personal background which includes his time as a Captain with the Brazilian Army as well as a Firefighter with the Sao Paulo, Brazil Fire Department. Raphael then moved to the US and became a US Citizen. He trained to serve on the RCFD Soar Team as well as a member of the RCFD Honor Guard He then joined the U. S. Navy to serve the US that he loves so much. Chief LePere advised that Raphael is the guy you want to cover your back and puts himself out there as a role model for other employees.

Mr. Classe also recognized RCFD Firefighter/Paramedic John Harvey who is a member of TF #4 that was deployed to Miami in support of the Surfside building collapse recovery effort.

Mr. Classe then said he had another recognition. Mr. Classe advised that today is Ann Blakeslee's last BOS meeting and her last week at the District. Mr. Classe asked for the Board's approval of Resolution No. 628 to honor Ms. Blakeslee's service to the District. Mr. Classe then read the Resolution in its entirety. Upon motion by Mr. Greer and duly seconded by Ms. Adams, the Board unanimously approved Resolution No. 628.

RESOLUTION NO. 628

WHEREAS, the Reedy Creek Improvement District was established by the Florida Legislature through a special Act signed into law by the Governor of the State of Florida on May 12, 1967; and

WHEREAS, Ann G. Blakeslee has served the Reedy Creek Improvement District since November 6, 1989; first working for Walt Disney World and then joining the Reedy Creek Improvement District on January 28, 1996; and,

WHEREAS, Ann G. Blakeslee has served in various Management positions in Administration for the Reedy Creek Improvement District including her promotion to Comptroller in 2001; and

WHEREAS, Ann G. Blakeslee was appointed to serve an additional role as Deputy District Administrator and Comptroller for the Reedy Creek Improvement District on May 26, 2010; and

WHEREAS, Ann G. Blakeslee served in this capacity for Reedy Creek Improvement District until her retirement effective July 30, 2021; and

WHEREAS, Ann G. Blakeslee, during her 32 years of service to the District, has played a vital role in guiding the District; managing the financial health of the District; and leading the implementation of numerous operational, technological and financial innovations during the significant change and growth of the District during her tenure; and

WHEREAS, cognizant of the fact that it could never adequately express to Ann G. Blakeslee its deep appreciation for her guidance and counsel and for the accomplishments of the District made possible through her tireless personal efforts, the Board wishes to acknowledge its sincere appreciation.

NOW, THEREFORE BE IT RESOLVED by the Board of Supervisors of the Reedy Creek Improvement District, in meeting assembled this 28th day of July 2021, that the Board does hereby express its sincere appreciation and gratitude to Ann G. Blakeslee for her outstanding service, leadership and dedication to the Reedy Creek Improvement District.

BE IT FURTHER RESOLVED that this Resolution be spread in full upon the minutes of this meeting and that a certified copy be presented to Ann G. Blakeslee.

ADOPTED this 28th day of July 2021.

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Laurence C. Hames, President
Board of Supervisors

ATTEST:

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

Mr. Classe presented a plaque to Ms. Blakeslee recognizing her 31 years at the District. Mr. Classe thanked Ms. Blakeslee for her guidance to him over the years in getting him indoctrinated and that it was a pleasure working with her. Mr. Classe thanked her for guiding the District over the last 31 years. Ms. Blakeslee advised that it was an honor and pleasure working at the District over the years. She advised that she appreciated all the support during her career at the District and she is leaving the District in good hands.

Ms. Blakeslee then said she had no report to give and would be signing off on July 30th.

Ms, Chris Ferraro then gave an update on biosolids and food waste disposal. From 2014-2020, the Harvest Power Orlando, LLC (HPO) facility handled the treatment and disposal of District food waste and biosolids. Starting in July 2020, District food waste and biosolids were hauled to and processed at an off-site composting facility through a 5-year contract with Compost USA of Sumter County, LLC, in Okahumpka, FL Compost USA processes District biosolids and food waste to a Class AA fertilizer product that can be used for land application. Class AA is the highest quality standard for beneficial use that eliminates pathogens and meets strict limitations on heavy metals. We are happy with our Compost USA partnership. Harvest Power has completed reclamation of their former site. Ms. Ferraro advised that with the assistance of RCID Permitting, at the end of April, Harvest Power was off of the property. Ms. Ferraro presented a preliminary design for a biosolids de-watering facility that will improve the quality of material sent to the

offsite composting facility.. Mr. Greer asked if there is any action needed by the BOS to dissolve its relationship with Harvest Power and Mr. Classe advised there is no action required.

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 – CONSIDERATION of Reappointment of **Fred Harden** to the Planning Board for a three-year term to expire July 2024.

Item 6B – CONSIDERATION of Reappointment of **Jo Thacker** to the Planning Board for a three-year term to expire July 2024.

Item 6C – CONSIDERATION of Reappointment of **Sharon Hauber** to the Planning Board for a three-year term to expire July 2024.

Item 6D – Flamingo Crossings Pedestrian Bridges – Work Authorization Request

CONSIDERATION of Request for Board approval to enter into a Work Authorization under Master Agreement M00113 for professional services with **Consor Engineers, LLC**, in the Not-to-Exceed total amount of **$7,633.00**, for structural review services in support of the Flamingo Crossings Pedestrian Bridges 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, **(EXHIBIT A)**

Item 6E – PLC Replacements Phase I (B1013) – Revision of Initial Budget

CONSIDERATION of Request for Board approval to revise the initial budget for the PLC Replacements – Phase 1 project by reducing approved funding in the Construction line item and increasing funding in the Design line item. The total budget amount will remain unchanged. Funding for this request will be derived from the RCID Series 2021-2 Utility Revenue Bonds (Taxable). **(EXHIBIT B)**

Item 6C – CONSIDERATION of the appointment of **Chris Quinn** to the role of Comptroller for the Reedy Creek Improvement District effective July 31, 2021.

President Hames asked if anyone had any 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 – Collective Bargaining Agreement for Unit B

Mr. Classe requested Board direction to delay execution of the Unit B CBA until the associated Memorandum of Understanding – No. 2021-1 is approved by the Unit A membership, signed and delivered to the District Administrator. Mr. Classe advised that at the June 23rd BOS meeting, the BOS had approved a change to the Unit A Agreement between Reedy Creek Improvement District and the Reedy Creek Firefighters' Association, IAFF Local 2117, regarding Union leave time. Subsequent to the Board action, District Administration has been advised that the Union A membership is required to approve the MOU.. Mr. Classe advised that Unit A vote will be completed on Friday, July 30th. 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 – World Drive North Phase 3 – Design Services

Ms. Kolbo requested Board approval to award a change order to **TLP Engineering Consultants, Inc.**, in the total amount of **$109,449.00**. This change order is for additional design services, specifically the design of four overhead sign structures and subsurface utility surveys. 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. Ms. Kolbo advised that this request covers design services for four overhead sign structures. 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 7C – Flamingo Crossings Blvd. Pedestrian Bridges – Professional Services Agreement

Mr. Satterwhite requested Board approval to to enter into an Agreement for Professional Services with **The Roderick Group, Inc. Ardmore Roderick**, in the Not-to-Exceed total amount of **$412,118.00** for the provision of staff extensions in support of the Flamingo Crossings Pedestrian Bridges project. Staff also requests Board authorization for the 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 2016-2024 Transportation Projects Ad Valorem Bonds. Mr. Satterwhite advised that this request is for staff extensions of two people located in the BVD construction trailer and who are 100% dedicated to this project from start to finish. 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 A)**

Item 7D – Flamingo Crossings Blvd. Pedestrian Bridges – Utility Services

Mr. Satterwhite requested Board approval to award contracts, work authorizations and purchase orders in the aggregated amount Not-to-Exceed **$200,000.00** for the design and construction of electrical **(Duke Energy)** and natural gas **(TECO)** services in support of the Flamingo Crossings Pedestrian Bridges projects. 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. Satterwhite advised that this request is for utility services outside the designated area of RCID; therefore, Duke and TECO will provide these services for this area. This request covers allocation of funds, design fees and purchase of equipment. 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 7E – Flamingo Crossings Blvd. Pedestrian Bridges – Professional Services Agreement
Mr. Satterwhite requested Board approval to enter into an Agreement for professional services with **A. E. Engineering, Inc.,** in the Not-to-Exceed total amount of **$114,626.00**, for construction engineering, inspection, and testing services in support of the Flamingo Crossings Pedestrian Bridges project. Staff also requests Board authorization for the 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 2016-2024 Transportation Projects Ad Valorem Bonds. Mr. Satterwhite advised that this request is for a professional services agreement with A.E. Engineering, Inc. for $114,626.00. 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 7F – PLC Replacements Phase 1 (B1013) – Design Services
Mr. Kasper requested Board approval to execute a Work Authorization under Master Services Agreement #M000126 to **Fred Wilson & Associates, Inc.**, in the total amount of **$92,446.00** comprised of **$91,499.00** in professional design fees and **$947.00** in reimbursable expenses for design, bidding, and construction phase services associated with the PLC Replacements Phase 1 project. Funding for this request will be derived from the RCID Series 2021-2 Utility Revenue Bonds (Taxable). Mr. Kasper advised that this project was brought to the BOS in November of 2020 for materials and soft costs. This request is to cover obsolete monitor controllers. There are 65 in service at the present time. Phase 1 covers replacement of seven of these. Mr. Kasper advised that the next phase will be approximately $500,000.00 and the timeline of the entire project is eight 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. **(EXHIBIT B)**

Item 7G – ECEP Chiller Plant Rehabilitation Phase 2 (B1015) – Owner-Furnished Material
Mr. Kasper requested Board approval of additional Owner-Furnished Material (OFM) in the amount of **$400,000.00** for the ECEP Chiller Plant Rehabilitation Phase 2 project. The total OFM amount will increase from **$1,200,000.00** to **$1,600,000.00**. Funding for this request will be derived from the RCID Series 2021-2 Utility Revenue Bonds (Taxable). Mr. Kasper advised that this request covers updated equipment costs due to trouble finding equipment as well as increased costs related to steel, PVC pipe and copper as prices have gone up since this project was approved. 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 – World Drive North Phase 3 – Design Services

Mr. Kasper requested Board approval of to execute a Work Authorization under Master Services Agreement M000126 to **Fred Wilson & Associates, Inc.**, in the total amount of **$199,293.00** comprised of **$189,162.00** in professional design fees and **$10,131.00** in reimbursable expenses for design, bidding, and construction phase services associated with the World Drive North Phase 3 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. Kasper advised that this request covers electric utility relocation. Mr. Kasper advised that a lot of utility conflicts were involved which required re-design costs being more than anticipated. 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 B)**

Item 7I – Audit Committee Recommendation

The Audit Committee of the RCID Board of Supervisors met on June 8, 2021 to review submissions received to an RFP for audit services. This resulted in two firms being selected for presentations, which took place on June 23rd. Based on the written submissions and presentations, the Audit Committee is recommending **Cherry Bekaert** to the BOS for audit services beginning with fiscal year 2021.

Mr. Quinn requested Board approval of a contract for audit services provided by Cherry Bekaert beginning with fiscal year 2021, and to authorize the District Administrator to negotiate the cost and final terms of the contract. Mr. Quinn advised that four qualified bids were received for potential audit services to the District. These bids were narrowed down to two companies who were brought in on June 23rd for presentations to the BOS. Mr. Quinn advised that Cherry Bekaert had the best fees for the District's needs. Mr. Quinn advised that this request is to award the audit services contract for five years to Cherry Bekaert. 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.

8. OTHER BUSINESS

Ms. Higginbotham advised that it is now July, so it is time to talk about our FY 2022 budget. Ms. Higginbotham advised that no voting by the BOS is required at this meeting. In June, the preliminary assessed values were received from the Counties (Orange and Osceola), and we have started working on the 2022 Budget. Ms. Higginbotham advised that we will need to file, in August, with the County Property Appraiser our Millage Rate for the TRIM notices. This rate can go down, but it cannot be increased once it has been submitted. Ms. Higginbotham advised that initial meetings have been held with all of RCID's Department Heads. In addition, a settlement of $6M was reached related to Disney's lawsuit against the values determined by the Orange County Property Appraiser's office. Ms. Higginbotham advised that we had set aside $5M in funds in case any taxes needed to be refunded due to this lawsuit. Ms. Higginbotham advised that assessed values are down 9.3% and are effective as of January 1, 2021. Ms. Higginbotham advised that last year, pre-COVID, our assessed values were $13.8B, but this year, there was a decrease to $12.59B.