

# MINUTES OF MEETING

Board of Supervisors

Reedy Creek Improvement District

*May 26, 2021*

10:25 a.m.

President Hames called the regular meeting of the Reedy Creek Improvement District Board of Supervisors to order at 10:25 a.m. on Wednesday, May 26, 2021 at the Administrative Offices of the District, 1900 Hotel Plaza Boulevard, Lake Buena Vista, Florida.

Those present were Larry Hames, Max Brito, 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 Graham, Assistant District Clerk, Administration; Chris Quinn, Finance; Ron Zupa, Technology Services; Paulette Montero, RCFD; Ed Milgrim, Milgrim Law Group.; and Dianne Schoolfield, Spouse of Wayne Schoolfield. Those participating via teleconference were: Heidi Powell and Lexy Wollstadt, Finance; Bruce Jones, Procurement; Eryka Washington and Erin O'Donnell, Communications; Mark Swanson and Anthony Kasper, RCES; Kate Kolbo and Max Elliott, Planning & Engineering; Jason Middleton, HR; Kerry Satterwhite and Craig Sandt, Facilities; Mike Crikis, Jeff Holland and Wendy Duncan, Environmental Sciences; Deputy Chief Eric Ferrari and Paulette Montero, RCFD; and Ilana Perras, Milgrim Law Group.

President Hames announced the annual election of Officers of the Board of Supervisors as the first item of business. Mr. Brito moved the nomination of Mr. Larry Hames as President. The motion was duly seconded by Ms. Adams. There being no further nominations, the election was unanimous. Mr. Brito moved the nomination of Mr. Don Greer as Vice President. The motion was duly seconded by Mr. Schoolfield. There being no further nominations, the election was unanimous. Ms. Adams moved the nomination of Mr. Wayne Schoolfield as Treasurer. The motion was duly seconded by Mr. Brito. There being no further nominations, the election was unanimous. Ms. Adams moved the nomination of Mr. John H. Classe, Jr. as Secretary. The motion was duly seconded by Mr. Brito. There being no further nominations, the election was unanimous.

## **SAFETY MINUTE**

Mr. Classe had already presented the safety instructions for the Administration Building earlier at the RCID Landowners Meeting, so no need to present again.

## **APPROVAL OF MINUTES**

Minutes from the April 28, 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 we continue to monitor the COVID-19 virus very closely and are adhering to CDC protocols. This includes employees social distancing three feet apart as opposed to six feet and no more temperature checks. Effective June 1<sup>st</sup>, everyone will be back to work. However, department leaders will have the authority to modify the work from home schedules for those employees who do not need to be in the office full-time. We have set-up a task force to develop a more permanent work from home program.

Mr. Classe advised that the Senior Leadership Team participated in a retreat in St. Augustine from May 16-18 and that it was very interactive and informative. Some of the goals of this retreat were: (1) Creation of a permanent telecommuting guideline plan which will be shared with the staff and the Board; (2) Succession Planning; (3) Technology use for all of the District; (4) Security Issues; and (5) Looking at where the District will be in one to five years.

Ms. Blakeslee had no items to report to the Board.

## **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 5A – Reappointment of Kermit Prime to the Pollution Control Board**

CONSIDERATION of Reappointment of **Kermit L. Prime, Jr.** to the Pollution Control Board for a one-year term to expire May 2022.

### **Item 5B – District-Wide Fiber/DMS Project – Professional Services**

CONSIDERATION of Request for Board approval to award a Not-To-Exceed authorization for professional services to **Clear Engineering, LLC**, in the total amount of **\$4,400.00** for post-design services in support of District-Wide Fiber/DMS Message Signage. 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 5C – District-Wide Fiber/DMS Project – Design Services**

CONSIDERATION of Request for Board approval to award a Not-To-Exceed authorization under Master Agreement M000143 to **DRMP Inc.**, in the total amount of **\$14,169.78**. This amount is comprised of design fees in the amount of **\$4,289.95** and geotechnical and survey services totaling **\$9,879.83**. This authorization is for additional roadway design and sub-surface utility investigation required for the design/installation of two overhead trusses required for the District-Wide Fiber/DMS 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 included in the approved project budget and is derived from the RCID 2016-2024 Transportation Projects Ad Valorem Bonds. **(EXHIBIT A)**

**Item 5D – Flamingo Crossings Pedestrian Bridges – Amendment of Professional Services**

CONSIDERATION of Request for Board approval to amend the Agreement for Professional Services between RCID and **Helman Hurley Charvat Peacock/Architects, Inc.**, and add to the fee in the total amount of **\$6,692.00** for additional civil and site design services associated with the pedestrian bridge structures at Flamingo Crossings 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 B)**

**Item 5E – Planalytics Gasbuyer Agreement by and between Planalytics Inc. and RCID – Eighth Amendment**

CONSIDERATION of Request for Board approval of the Eighth Amendment to the Planalytics Gasbuyer Agreement by and between **Planalytics Inc.** and RCID dated June 28, 2006 and authorization for the District Administrator to execute said Eighth Addendum. The Eighth Addendum will extend the Agreement for a two (2) year period beginning July 1, 2021 through June 30, 2023. The Gasbuyer platform provides natural gas pricing data and information used to manage gas business on a daily basis as well as provide hedge indications for RCID's supply portfolio. **(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 6A – District-Wide Fiber/DMS Project – Design and Construction Services**

Ms. Kolbo requested Board approval of an agreement or a purchase order(s) to **Daktronics Inc.**, in the total amount of **\$1,008,221.00**. This amount is for the fabrication and delivery of: eight (8) overhead Dynamic Message Signs (DMS) **\$680,596.00**; four (4) ground mount DMS **\$97,875.00**; ten (10) control cabinets **\$55,000.00**; warranty and associated items required for installation **\$174,750.00**. 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 is for installation of fiber to communicate with signage; designs for overhead traffic signs; actual sign on ground mounts; overhead trusses and cabinets. Ms. Kolbo advised that certain installation prices include software. 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 6B – EPCOT Resorts Blvd. Bridge Replacement Phase II – Amendment of Professional Services Agreement**

Mr. Satterwhite requested Board approval to amend the agreement for Professional Services between RCID and HNTB Corporation, and add to the fee in the total amount of \$86,280.00 for project duration increase, additional pile driving inspection and testing services in support of the EPCOT Resorts Blvd. Bridge Replacement 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. Satterwhite advised that this request is for above-mentioned services from HNTB Corporation. 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)

**8. OTHER BUSINESS**


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

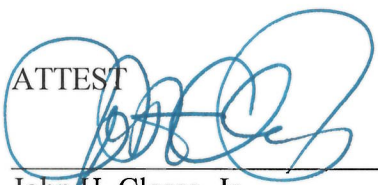
Mr. Classe asked that with summer vacations fast approaching, for the BOS Members to please let us know if they will miss any upcoming meetings as we have a lot of projects coming in and will need a quorum for each BOS meeting.

Since an overview of ongoing projects was presented earlier today at our annual Landowners meeting, he will not repeat this overview.

Mr. Classe then presented the Final Thought from Walt Disney which he used to start the Senior Leadership Retreat, *“Of all the things I’ve done, the most vital is coordinating those who work with me and aiming their efforts at a certain goal.”*

There being no further business to come before the Board, the meeting was adjourned at 10:42 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