

**BOGGY CREEK IMPROVEMENT DISTRICT  
BOARD OF SUPERVISORS' MEETING MINUTES**

**FIRST ORDER OF BUSINESS**

The Board of Supervisors' Meeting for the Boggy Creek Improvement District was called to order on Tuesday, March 19, 2019 at 3:30 p.m. at 6900 Tavistock Lakes Blvd., Suite 200, Orlando, FL 32827. Members listed below constituted a quorum.

Richard Levey  
Thad Czapka  
Heather Isaacs

Chair  
Assistant Secretary  
Assistant Secretary

Also, attending:

Jennifer Walden  
Lynne Mullins  
Tucker Mackie  
Jeff Newton  
Larry Kaufmann  
Scott Thacker  
Troy Davidson

PFM  
PFM  
Hopping Green & Sams (via phone)  
Donald W. McIntosh Associates  
Construction Supervisor  
Construction Committee  
Construction Committee

**SECOND ORDER OF BUSINESS**

**Public Comment Period**

Dr. Levey called for any public comments on any agenda items.

**THIRD ORDER OF BUSINESS**

**Consideration of Minutes of  
the February 19, 2019 Board of  
Supervisors' Meeting**

Board Members reviewed the minutes from the February 19, 2019 Board of Supervisors' Meeting.

On Motion by Ms. Isaacs, second by Mr. Czapka, with all in favor, the Board of Supervisors for the Boggy Creek Improvement District approved the Minutes of the February 19, 2019 Board of Supervisors' Meeting.

**FOURTH ORDER OF BUSINESS**

**Consideration of RFP for District Landscaping & Common Area Maintenance**

Ms. Walden explained that the Construction Committee met this past Thursday and the Committee reviewed and discussed the Request for Proposals. Attached is the Construction Committee's recommended advertisement along with evaluation criteria. District staff is recommending mandatory pre-proposal conference to be held on April 10, 2019. The performance bond is being switched to 25% of the total amount of the first year's proposal. District staff also recommends the breaking out of sections so the Board has the option to award contracts for individual sections or for all sections.

Dr. Levey stated that Boggy Creek is the managing entity on the Lake Nona Boulevard Interchange so there are two RFPs attached. One for the interchange and one for the District. The motion would be to approve both RFPs. Ms. Walden replied yes and noted the evaluation criteria which the Committee also reviewed and made a few changes. The lowest price gets the full points and the remaining bidders are awarded points based on their pricing relative to the low bid.

On Motion by Ms. Isaacs, second by Mr. Czapka, with all in favor, the Board of Supervisors for the Boggy Creek Improvement District approved Requests for Proposals for State Road 417 (Central Florida Greeneway) & Lake Nona Boulevard Interchange and Lake Nona Boulevard South and Roadways for District Landscaping and Common Area maintenance and approved the Evaluation Criteria as presented.

**FIFTH ORDER OF BUSINESS**

**Consideration of Recommendation of Construction Committee for Traffic Signalization Improvements at the Intersection of Helios Boulevard and Lake Nona Boulevard**

Mr. Newton explained that the District received three responses. The Construction Committee met last Thursday to discuss and evaluate the proposals. On the top of the evaluation sheet, the contractors are listed and below each contractor is their bid price and the number of days they quoted to complete the project. The Committee felt that the contractors all had qualified personnel and sufficient staffing so they all received 20 points. Experience, bonding capacity, and equipment were also the same.

Mr. Newton said for understanding the scope of work, New Florida Industrial Electric and Traffic Engineering and Management both received the full 5 points. The Construction Committee gave Traffic Control Devices 2 points because they had an excessive amount of concrete and paver replacement compared to the other two contractors and compared to what is shown on the plans.

Mr. Newton stated that the shortest schedule received the full points and then it is prorated based on the number of days longer than the shortest schedule. It only made about 3/4 of a point difference between the 270 days and 280 days. The price was evaluated similarly, with the lowest bidder receiving the full number of points and the remaining bidders receiving a prorated number of points based on how much higher the other bids were than the low bidder. New Florida Industrial Electric received a total of 99.9 points, Traffic Engineering and Management received 99.26 points, and Traffic Control Devices received 79.97.

Mr. Newton stated that all of the contractors are FDOT qualified for signal work.

On Motion by Ms. Isaacs, second by Mr. Czapka, with all in favor, the Board of Supervisors for the Boggy Creek Improvement District accepted the Construction Committee's Recommended Rankings for the Traffic Signalization Improvements at the Intersection of Helios Boulevard and Lake Nona Boulevard and awarded the work to New Florida Industrial Electric.

**SIXTH ORDER OF BUSINESS**

**Consideration of Master Lighting Installation Upgrade and Service Agreement – Nemours Parkway Phase 7**

Mr. Kaufmann explained that this is an agreement that includes a section of Nemours Parkway Phase 7 lying within the District adjacent to Nemours Hospital. The Greenway Improvement District Board approved the agreement for the rest of Nemours Parkway Phase 7. An outstanding matter is to check on is the color of the fixtures and poles as there was a request by Tavistock modify some of the colors, which does not change the cost or the timing.

On Motion by Ms. Isaacs, second by Ms. Czapka, with all in favor, the Board of Supervisors for the Boggy Creek Improvement District approved the Master Lighting Installation Upgrade and Service Agreement – Nemours Parkway Phase 7 and authorized the Construction Supervisor to confirm the fixture color with the Developer and attach the correct specs.

**SEVENTH ORDER OF BUSINESS**

**Ratification of Requisition Nos. 2018-58 – 70 Approved in February 2019 in an amount totaling \$1,507,491.00**

Board Members reviewed Requisition Nos. 2018-58 – 70 approved in February 2019 in an amount totaling \$1,507,491.00.

Ms. Walden noted that these have already been approved and paid and just need to be ratified by the Board.

On Motion by Ms. Isaacs, second by Mr. Czapka, with all in favor, the Board of Supervisors for the Boggy Creek Improvement District ratified Requisition Nos. 2018-58 – 70 approved in February 2019 in an amount totaling \$1,507,491.00.

**EIGHTH ORDER OF BUSINESS**

**Ratification of Operation and  
Maintenance Expenditures  
Paid in February 2019 in the  
amount totaling \$83,538.65**

Board Members reviewed the Operation & Maintenance expenditures paid in February 2019 in the amount totaling \$83,538.65.

Ms. Walden noted that these have already been approved and paid and just need to be ratified by the Board.

On Motion by Ms. Isaacs, second by Mr. Czapka, with all in favor, the Board of Supervisors for the Boggy Creek Improvement District ratified the Operation and Maintenance expenditures paid in February 2019 in the amount totaling \$83,538.65.

**NINTH ORDER OF BUSINESS**

**Recommendation of Work  
Authorizations/Proposed  
Services**

Mr. Kaufmann explained that there is one work authorization. This authorization for LandDesign for additional services related to Nemours West which came through to the Board at the last meeting but there was some discussion about the amount of the change order request and the timing of it.

Dr. Levey stated that Mr. Gassaway was going to do some research. He asked if anyone got in contact with Mr. Gassaway. Mr. Kaufmann said he did. Mr. Thacker stated that the primary reason for the changes were due to all the median changes and the striping detail changes. Some were requested by the City and some were requested by the Developer. There were a substantial amount of changes over a period of time, which also includes the additional CA services.

Ms. Isaacs said she would approve it but the Board made mention at the last meeting that they were concerned about the length of time it took to reach the Board. She requested more consideration when these items are presented to the Board in the future.

On Motion by Ms. Isaacs, second by Mr. Czapka, with all in favor, the Board of Supervisors for the Boggy Creek Improvement District approved the Work Authorization in the amount of \$31,000.00 for the revisions to design and construction plans for landscape and irrigation on Nemours Parkway West and Lift Station 10.

**TENTH ORDER OF BUSINESS**

**Review of District's Financial  
Position and Budget to Actual  
YTD**

Ms. Walden explained that the District has total expenses of \$269,000.00 vs. a budget of \$338,768.65. So, the District is currently under budget through February. No action is required by the Board.

**ELEVENTH ORDER OF BUSINESS**

**Staff Reports**

District Counsel -

No Report

District Manager -

Ms. Walden noted that the next meeting is scheduled for Tuesday April 16, 2019. District staff is planning on starting the budget process and will bring the budget for Fiscal Year 2020. The District is scheduled to approve the preliminary budget at the May meeting.

District Engineer -

Mr. Newton distributed the Construction Status Memorandum (Minutes Exhibit A). Nemours Parkway and Lift Station 10 is anticipated to be substantially complete by the end of April. The second lift of asphalt has been completed and the contractor is currently waiting on power to the Lift Station so they can start it up. Then striping of the roadway is still to be completed. The current intent is to temporarily barricade the road at the intersection of Lake Nona Boulevard and Helios Boulevard and just west of the easternmost entrance to the Town Center until the new traffic signal is constructed at Helios Boulevard. There will be a short segment of Nemours West that is open from Lake Nona Boulevard to the easternmost town center access for construction traffic and the rest will be barricaded off until the Helios signal is installed, which should also provide some protection of the new roadway during town center construction.

The intersection improvements (Veterans Way and Tavistock Lakes Boulevard intersections with Lake Nona Boulevard) are done he is just waiting on as built surveys from the contractor. Nemours Parkway Phase 7 is under construction. They were scheduled to start some of the first lift of paving yesterday but did not start due to weather.

Dr. Levey asked about the Change Order on Lift Station 10. Mr. Newton presented Change Order #15 in the added amount of \$3,570.00. There is a driveway into the lift station that, when it was originally designed, did not need ADA accessible ramps but due to subsequent design changes, it now needs ADA ramps which prompted the Change Order.

On Motion by Ms. Isaacs, second by Mr. Czapka, with all in favor, the Board of Supervisors for the Boggy Creek Improvement District approved Change Order #15 in the amount of \$3,570.00 for ADA Accessible Ramps recommended in the Construction Contract Status Memorandum dated March 19, 2019 from the District Engineer.

Construction Supervisor - No Report

Irrigation Specialist- Not Present


**TWELFTH ORDER OF BUSINESS**

**Supervisor and Audience  
Comments & Adjournment**

There were no Supervisor requests or audience comments. Dr. Levey requested a motion to adjourn.

On Motion by Mr. Czapka, second by Ms. Isaacs, with all in favor, the March 19, 2019 Meeting of the Board of Supervisors for the Boggy Creek Improvement District was adjourned.

  
Secretary/Assistant Secretary

  
Chair/Vice Chair