

Boggy Creek Improvement District

12051 Corporate Boulevard Orlando, FL 32817; Phone: 407-723-5900

www.boggycreekid.org

The following is the proposed agenda for the upcoming Meeting of the Board of Supervisors for the Boggy Creek Improvement District ("District"), scheduled to be held at **3:30 p.m. on Tuesday, January 19, 2021 at 6900 Tavistock Lakes Blvd, Suite 200, Orlando, FL 32827**. A quorum will be confirmed prior to the start of the meeting.

Please use the following information to join via computer or the conference line:

Phone:1-844-621-3956 **Computer:** pfmgroup.webex.com **Participant Code:** 796 580 192#

BOARD OF SUPERVISORS' MEETING AGENDA

Organizational Matters

- Roll Call to Confirm a Quorum
- Public Comment Period
- 1. **Swearing in Newly Elected Board Members - Thad**
- 2. **Consideration of the Minutes of the November 10, 2020 Board of Supervisors' Meeting**
- 3. **Consideration of Resolution 2021-04, Designating Registered Agent & Office** (*provided under separate cover*)
- 4. **Consideration of Resolution 2021-05, Election of Officers**

Business Matters

- 5. **Consideration of Landscape Proposals for Nemours Parkway Phase 7** (*provided under separate cover*)
- 6. **Ratification of Requisition Nos. 2018-176 & 2018-181 in December 2020 in an amount totaling \$8,670.27** (*provided under separate cover*)
- 7. **Ratification of Operation and Maintenance Expenditures Paid in December 2020 in an amount totaling \$159,263.40** (*provided under separate cover*)
- 8. **Recommendation of Work Authorizations/Proposed Services** (*if applicable*)
- 9. **Review of District's Financial Position and Budget to Actual YTD** (*provided under separate cover*)

Other Business

- A. Staff Reports
 - 1. District Counsel
 - 2. District Manager
 - 3. District Engineer
 - 4. Construction Supervisor
- B. Supervisor Requests

Adjournment



BOGGY CREEK IMPROVEMENT DISTRICT

Oath of Office

**BOGGY CREEK IMPROVEMENT DISTRICT
BOARD OF SUPERVISORS**

OATH OF OFFICE

I, _____, A CITIZEN OF THE STATE OF FLORIDA AND OF THE UNITED STATES OF AMERICA, AND BEING EMPLOYED BY OR AN OFFICER OF BOGGY CREEK IMPROVEMENT DISTRICT AND A RECIPIENT OF PUBLIC FUNDS AS SUCH EMPLOYEE OR OFFICER, DO HEREBY SOLEMNLY SWEAR OR AFFIRM THAT I WILL SUPPORT THE CONSTITUTION OF THE UNITED STATES AND OF THE STATE OF FLORIDA.

Board Supervisor

ACKNOWLEDGMENT OF OATH BEING TAKEN

STATE OF FLORIDA
COUNTY OF ORANGE

The foregoing oath was administered before me this ____ day of _____, 2021, by _____, who personally appeared before me, and is personally known to me or has produced _____ as identification, and is the person described in and who took the aforementioned oath as a Member of the Board of Supervisors of Boggy Creek Improvement District and acknowledged to and before me that he/she took said oath for the purposes therein expressed.

(NOTARY SEAL)

Notary Public, State of Florida

Print Name: _____

BOGGY CREEK IMPROVEMENT DISTRICT

**Minutes of the November 10, 2020
Board of Supervisors' Meeting**

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, November 10, 2020, at 3:32p.m. at Courtyard Orlando Lake Nona, 6955 Lake Nona Blvd., Orlando, FL 32827.

Present:

Richard Levey	Chairperson	
Damon Ventura	Vice Chairman	
Jamie Bennett	Assistant Secretary	
Chad Tinetti	Assistant Secretary	
Thad Czapka	Board Member	(via phone)

Also, attending:

Jennifer Walden	PFM	
Lynne Mullins	PFM	(via phone)
Tucker Mackie	Hopping Green & Sams	
Deb Sier	Hopping Green & Sams	
Jeff Newton	Donald W. McIntosh Associates	(via phone)
Larry Kaufmann	Construction Supervisor & Construction Committee Member	(via phone)
Scott Thacker	District Landscape Supervisor	(via phone)

SECOND ORDER OF BUSINESS

Public Comment Period

Dr. Levey asked for any public comments. There were no comments at this time.

THIRD ORDER OF BUSINESS

Swearing in Newly Elected Board Members

Ms. Walden stated Ms. Bennett and Mr. Levey were administered the oath of office prior to the meeting and Mr. Czapka will be administered the oath of office prior to the next meeting. Ms. Mackie asked Mr. Czapka to refrain from voting because his term expired, and he has yet to take the oath of office but he is permitted to participate in discussion.

FOURTH ORDER OF BUSINESS

Consideration of the Minutes of the October 20, 2020, Board of Supervisors' Meeting

Board Members reviewed the minutes from the October 20, 2020, Board of Supervisors' Meeting.

On Motion by Mr. Tinetti, second by Ms. Bennett, the Board of Supervisors for the Boggy Creek Improvement District approved the Minutes of the October 20, 2020, Board of Supervisors' Meeting.

FIFTH ORDER OF BUSINESS

**Consideration of the Minutes
of the November 3, 2020,
Landowners' Election Meeting**

Board Members reviewed the minutes from the November 3, 2020, Landowners' Election Meeting.

On Motion by Mr. Ventura, second by Mr. Tinetti, the Board of Supervisors for the Boggy Creek Improvement District approved the Minutes of the November 3, 2020, Landowners, Election Meeting.

SIXTH ORDER OF BUSINESS

**Consideration of Resolution
2021-01, Canvassing and
Certifying the Results of the
Landowners' Election**

Ms. Walden explained this Resolution states that Ms. Jamie Bennett was elected by 610 votes, Dr. Richard Levey was elected by 611 votes, and Mr. Thad Czapka was elected by 609 votes.

Ms. Jamie Bennett and Dr. Richard Levey will each serve a 4-year term and Mr. Thad Czapka will serve a 2-year term. Dr. Levey requested a motion to approve Resolution 2021-01, Canvassing and Certifying the results of the Landowners' Election.

On Motion by Mr. Tinetti, second by Ms. Bennett, the Board of Supervisors for the Boggy Creek Improvement District approved Resolution 2021-01, Canvassing and Certifying the results of the Landowners' Election.

SEVENTH ORDER OF BUSINESS

**Consideration of Resolution
2021-02, Election of Officers**

Mrs. Walden explained the current slate of officers is as follows; Dr. Richard Levey as Chair, Mr. Damon Ventura as Vice-Chair, Ms. Jennifer Walden as Secretary, Ms. Lynne Mullins, Mr. Chad Tinetti, Mr. Thad Czapka, and Ms. Jamie Bennett as Assistant Secretaries, Ms. Amanda Lane as Treasurer, and Ms. Jennifer Glasgow as Assistant Treasurer. The Board is free to keep the slate or make any changes. Ms. Walden

recommended the individuals with PFM stay in their current position so they can handle the appropriate items when they arise.

Mr. Thad Czapka will be removed from the slate of officers since his seat expired and he has not yet taken the oath of office. The District will have to approve another Resolution to elect Officers of the District once he takes the oath of office.

On Motion by Mr. Tinetti, second by Ms. Ventura, the Board of Supervisors for the Boggy Creek Improvement District approved Resolution 2021-01, Election of Officers, as follows; Dr. Richard Levey as Chair, Mr. Damon Ventura as Vice-Chair, Ms. Jennifer Walden as Secretary, Ms. Lynne Mullins, Mr. Chad Tinetti, and Ms. Jamie Bennett as Assistant Secretaries, Ms. Amanda Lane as Treasurer, and Ms. Jennifer Glasgow as Assistant Treasurer.

EIGHTH ORDER OF BUSINESS

**Consideration of Resolution
2021-03, Adopting an
Amended Budget for FY 2020**

Ms. Walden presented Resolution 2021-01, Adopting an Amended Budget for Fiscal Year 2020. Included as an exhibit is the revised budget. The far-left column shows the actual expenses through the end of Fiscal Year 2020, which ended September 30, 2020. The District has up to 60 days after the end of the fiscal year to allow for expenses to come in so the revised budget includes what has now been received. Ms. Walden noted the District did not exceed the total budget but there were several line items that went over the 10% threshold which is why the District needs to amend the budget for Fiscal Year 2020. The far-right column outlines on the exhibit show where the District went over and under budget on various expenses. Mr. Ventura asked if the Developer contribution offsets the increase to the budget. Dr. Levey said it does not and that this is an amended budget which reallocates expenses without a change to the aggregate budgeted amount exclusive of the Developer obligations and contributions.

On Motion by Mr. Ventura, second by Ms. Bennett, the Board of Supervisors for the Boggy Creek Improvement District approved Resolution 2021-03, Adopting an Amended Budget for FY 2020.

NINTH ORDER OF BUSINESS

**Consideration of FY 2020
Audit Engagement Letter**

Ms. Walden explained the FY 2020 Audit Engagement Letter falls within the budget for the year and it has been reviewed and revised by District Counsel. The changes have already been incorporated in this agenda packet. Ms. Walden requested approval by the Board so the Auditor can begin the Fiscal Year 2020 Audit.

On Motion by Mr. Tinetti, second by Mr. Ventura, the Board of Supervisors for the Boggy Creek Improvement District approved the FY 2020 Audit Engagement Letter.

TENTH ORDER OF BUSINESS

**Ratification of Requisition
Nos. 2018-174 – 2018-175 paid
in October 2020 in the amount
totaling \$843.01**

Board Members reviewed Requisition Nos. 2018-174 – 2018-175 paid in October 2020 in the amount totaling \$843.01

On Motion by Mr. Ventura, second by Mr. Bennett, the Board of Supervisors for the Boggy Creek Improvement District ratified Requisition Nos. 2018-174 – 2018-175 paid in October 2020 in the amount totaling \$843.01

ELEVENTH ORDER OF BUSINESS

**Ratification of Operation and
Maintenance Expenditures
paid in October 2020 in an
amount totaling \$65,436.43**

Board Members reviewed the Operation & Maintenance expenditures paid in October 2020 in the amount totaling \$65,436.43

On Motion by Mr. Ventura, second by Mr. Tinetti, the Board of Supervisors for the Boggy Creek Improvement District ratified the Operation & Maintenance Expenditures paid in October 2020 in an amount totaling \$65,436.43.

TWELFTH ORDER OF BUSINESS

**Recommendation of Work
Authorizations/Proposed
Services**

Mr. Thacker presented a Work Authorization from Berman for power washing the monuments and the stone knee walls and hardscape throughout the District. Ms. Mackie stated there are two separate Work Authorizations, with the work for interchange being separated because that will get funded proportionately amongst the three Districts as opposed to just the Boggy Creek District.

Dr. Levey requested a motion to approve the first proposal in the amount of \$9,975.00. Mr. Tinetti asked how long it will take to pressure wash. Mr. Thacker responded it is more than a weeks' worth of power washing.

On Motion by Mr. Ventura, second by Mr. Tinetti, the Board of Supervisors for the Boggy Creek Improvement District approved the Work Authorization for maintenance services to Berman for power washing monument signs throughout the District, not including the signs in the Interchange, in the amount of \$9,975.00.

Dr. Levey requested a motion to approve the second Work Authorization to Berman for power washing for a total \$4,800.00. Mr. Thacker stated this is for the interchange area, which includes the four monuments with two on either end of the interchange, 8 stone planters that are in the median and the pavers and concrete areas at the intersections and median of the overpass. The Board asked for a more detailed breakdown in the future.

On Motion by Mr. Ventura, second by Mr. Tinetti, the Board of Supervisors for the Boggy Creek Improvement District approved the Work Authorization for maintenance services to Berman for power washing monument signs within the Interchange in the amount of \$4,800.00.

Dr. Levey asked if District staff considered a District Work Authorization numbering system because the District will have these work authorizations all year. Ms. Mackie stated the District could include a numbering system or at the very least a cover page.

THIRTEENTH ORDER OF BUSINESS

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

Board Members reviewed the Statement of Financial Position and Budget to Actual YTD. Ms. Walden stated that the budget to actual and financials are through the end of October. The District has had \$65,000.00 in expenses for the first month of the Fiscal Year and is currently under budget. There was no action required by the Board.

FOURTEENTH ORDER OF BUSINESS

Staff Reports

District Counsel – No Report

District Manager – Ms. Walden noted the next meeting is scheduled for Tuesday, December 15, 2020, and there was discussion that the District may be able to use the Tavistock offices. She will keep everyone posted if there is a location change.

District Engineer – No Report

Construction Supervisor – No Report

District Landscape Supervisor- No Report

FIFTEENTH 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. Ventura, second by Ms. Bennett, with all in favor, the November 10, 2020, meeting of the Board of Supervisors for the Boggy Creek Improvement District was adjourned.

Secretary/Assistant Secretary

Chair/Vice Chair

BOGGY CREEK IMPROVEMENT DISTRICT

**Resolution 2021-04,
Designating Registered Agent & Office
*(provided under separate cover)***

BOGGY CREEK IMPROVEMENT DISTRICT

**Resolution 2021-05,
Election of Officers**

RESOLUTION 2021-05

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE BOGGY CREEK IMPROVEMENT DISTRICT ELECTING THE OFFICERS OF THE DISTRICT AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, the **BOGGY CREEK IMPROVEMENT DISTRICT** (hereinafter the "District") is a local unit of special-purpose government created and existing pursuant to Chapter 190, Florida Statutes; and

WHEREAS, the Board of Supervisors of the District desires to elect the Officers of the District.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE BOGGY CREEK IMPROVEMENT DISTRICT:

Section 1. _____ is elected Chair.

Section 2. _____ is elected Vice Chair.

Section 3. _____ is elected Secretary.

_____ is elected Assistant Secretary.

_____ is elected Assistant Secretary.

_____ is elected Assistant Secretary.

_____ is elected Assistant Secretary.

Section 4. _____ is elected Treasurer.

Section 5. _____ is elected Assistant Treasurer.

Section 6. All Resolutions or parts of Resolutions in conflict herewith are hereby repealed to the extent of such conflict.

Section 7. This Resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED THIS 19th DAY of January, 2021.

ATTEST:

**BOGGY CREEK
IMPROVEMENT
DISTRICT**

Secretary/Assistant Secretary

Chair/Vice-Chair

BOGGY CREEK IMPROVEMENT DISTRICT

**Landscape Proposals for
Nemours Parkway Phase 7
*(provided under separate cover)***

BOGGY CREEK IMPROVEMENT DISTRICT

**Requisition Nos. 2018-176 & 2018-181 approved in
December 2020 in an amount totaling \$8,670.27
*(provided under separate cover)***

BOGGY CREEK IMPROVEMENT DISTRICT

**Operation and Maintenance Expenditures Paid in
December 2020 in an amount totaling \$159,263.40**
(provided under separate cover)

BOGGY CREEK IMPROVEMENT DISTRICT

Work Authorizations/Proposed Services
(if applicable)

BOGGY CREEK IMPROVEMENT DISTRICT

**District's Financial Position and
Budget to Actual YTD**
(provided under separate cover)