

**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, January 21, 2020, at 3:30 p.m. 6900 Tavistock Lakes Blvd., Suite 200, Orlando, FL 32827. Members listed below constituted a quorum.

Richard Levey	Chair
Damon Ventura	Vice-Chair
Chad Tinetti	Board Member
Thad Czapka	Assistant Secretary
Heather Isaacs	Assistant Secretary

Also, attending:

Lynne Mullins	PFM
Jennifer Walden	PFM
Tucker Mackie	Hopping Green & Sams
Emma Gregory	Hopping Green & Sams
Jeff Newton	Donald W. McIntosh Associates
Larry Kaufmann	Construction Supervisor & Construction Committee member
Scott Thacker	District Landscape Supervisor & Construction Committee member

SECOND ORDER OF BUSINESS

Public Comment Period

Dr. Levey called for any public comments on any agenda items. There were no members of the public present.

THIRD ORDER OF BUSINESS

**Consideration of the Minutes
of the December 17, 2019
Board of Supervisors' Meeting**

Board Members reviewed the minutes from the December 17, 2019 Board of Supervisors' Meeting.

On Motion by Mr. Tinetti, second by Mr. Czapka, with all in favor, the Board of Supervisors for the Boggy Creek Improvement District approved the Minutes of the December 17, 2019 Board of Supervisors' Meeting.

FOURTH ORDER OF BUSINESS

**Consideration Resolution
2020-03, Adopting an Internal
Controls Policy**

Ms. Mackie explained Resolution 2020-03 and the attached policy deals with a revision to Florida Statutes that were adopted during the last legislative session and requires governmental entities to have internal

controls and policies in place to deal with fraud, waste, and abuse. District Counsel worked with District Management and Auditors to develop internal controls. PFM has always had internal controls, but a written policy is evidence that the District is in compliance with the Statute.

Ms. Mackie requested a motion to approved Resolution 2020-03.

On Motion by Ms. Ventura, second by Ms. Isaacs, with all in favor, the Board of Supervisors for the Boggy Creek Improvement District approved Resolution 2020-03, Adopting an Internal Controls Policy.

FIFTH ORDER OF BUSINESS

**Consideration Resolution
2020-04, Election of Officers**

Ms. Walden noted that the current slate of officers is as follows: Mr. Levey as Chair, Mr. Ventura as Vice-Chair, Ms. Walden as Secretary, Ms. Mullins, Mr. Czapka, Mr. Gasaway, and Ms. Isaacs as Assistant Secretaries, Ms. Lane as Treasurer, and Ms. Glasgow as Assistant Treasurer.

Ms. Walden recommended keeping the slate the same but replacing Mr. Gasaway with Mr. Tinetti as Assistant Secretary.

On Motion by Ms. Isaacs, second by Mr. Czapka, with all in favor, the Board of Supervisors for the Boggy Creek Improvement District approved Resolution 2020-04, Election of Officers, as follows: Richard Levey as Chair, Daman Ventura as Vice-Chair, Jennifer Walden as Secretary, Lynne Mullins, Thad Czapka, Chad Tinetti, and Heather Isaacs as Assistant Secretaries, Amanda Lane as Treasurer, and Jennifer Glasgow as Assistant Treasurer.

SIXTH ORDER OF BUSINESS

**Ratification of Requisition
Nos. 2018-121 – 2018-124 paid
in December 2019 in an
amount totaling \$6,676.94**

Board Members reviewed Requisition Nos. 2018-121 – 2018-124 paid in December 2019 in an amount totaling \$6,676.94. Dr. Levey noted that these have been approved and paid and just need to be ratified by the Board.

On Motion by Ms. Isaacs, second by Mr. Ventura, with all in favor, the Board of Supervisors for the Boggy Creek Improvement District ratified Requisition Nos. 2018-121 – 2018-124 paid in December 2020 in an amount totaling \$6,676.94.

SEVENTH ORDER OF BUSINESS

**Ratification of Operation and
Maintenance Expenditures
Paid in December 2019 in an
amount totaling \$62,791.46**

Board Members reviewed the Operation & Maintenance expenditures paid in November 2019 in an amount totaling \$62,791.46. Ms. Walden noted that these have been approved and paid and just need to be ratified by the Board.

On Motion by Mr. Ventura, second by Ms. Isaacs, with all in favor, the Board of Supervisors for the Boggy Creek Improvement District ratified the Operation & Maintenance expenditures paid in December 2019 in an amount totaling \$62,791.46.

EIGHTH ORDER OF BUSINESS

Recommendation of Work Authorizations/Proposed Services

Mr. Kaufmann stated that there were no work authorizations for this Board.

NINTH 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. Ms. Walden stated that the budget to actual and financials are through December 31, 2019. Ms. Walden noted that the District is almost at \$27,000.00 for the year for Irrigation Repairs vs. a total budget of \$30,000.00. District management is watching this expense.

Mr. Thacker stated the prior landscape maintenance contractor had not been doing sufficient irrigation inspections and when the new landscape maintenance contractor started doing inspections they found a lot of issues that needed to be addressed. There shouldn't be any other major irrigation repairs for the rest of the year.

Ms. Isaacs asked if the District can have a walkthrough with the incoming landscape maintenance company going forward, so the District does not run into these kinds of issues again. The prior landscaper should be required to make the necessary improvements that the District sees as lacking; otherwise, amounts can be withheld pursuant to the landscape maintenance agreement.

TENTH ORDER OF BUSINESS

Staff Reports

District Counsel –

Ms. Mackie introduced Ms. Gregory to the Board.

District Manager –

Ms. Walden noted that the next Board Meeting is scheduled for Tuesday, February 18, 2020. There will be a public hearing for the Rules of Procedure.

District Engineer –

Mr. Newton distributed the Construction Status Memorandum (Minutes Exhibit A). Nemours Parkway Phase 7 should have final inspection of the project in late January or early February, after the completion of the punch list. The Greenway Improvement District will be invoicing the Boggy Creek Improvement District for improvements within the BCID boundary.

The Contractor has requested approval of Change Order No. 5 in the additive amount of \$17,168.75 for sidewalk connections and associated ramp adjustments in front of Nemours Hospital. The Greenway Board approved this Change Order at an earlier meeting and the request is that this Board approve Change Order No. 5 as well since it is a Boggy Creek ID expense.

Traffic signalization improvements at the intersection of Helios Boulevard and Lake Nona Boulevard started yesterday and substantial completion of the signal is anticipated in early March with full operation in mid-March.

Mr. Newton recommended a motion to approve Nemours Parkway Phase 7 Change Order No. 5 in the additive amount of \$17,168.75.

On Motion by Mr. Ventura, second by Ms. Isaacs, with all in favor, the Board of Supervisors for the Boggy Creek Improvement District approved Nemours Parkway Phase 7 – Jr. Davis Construction, Inc. Change Order No. 5 in the additive amount of \$17,168.75.

Construction Supervisor – No Report

ELEVENTH 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 Ms. Isaacs, second by Mr. Czapka, with all in favor, the January 21, 2020 Meeting of the Board of Supervisors for the Boggy Creek Improvement District was adjourned.


Secretary/Assistant Secretary


Chair/Vice Chair

MEMORANDUM



DONALD W. McINTOSH ASSOCIATES, INC.

DATE: January 21, 2020
TO: Boggy Creek Improvement District Board of Supervisors
FROM: Donald W. McIntosh Associates, Inc. District Engineer
RE: Construction Contract Status

Dear Board Members,

Please accept this correspondence as a current summary of our construction contract status. Listed below by project is a brief summary of recent contract activity. Copies of the latest Change Order logs are attached.

CIVIL ENGINEERS

Nemours Parkway Phase 7 - Jr. Davis Construction, Inc.

LAND PLANNERS

Construction Status: Final inspection of the project is anticipated in late-January or early-February, after completion of punch list items. The Greenway Improvement District will be invoicing the Boggy Creek Improvement District for improvements within the BCID boundary.

SURVEYORS

Change Order (C.O.) Status: Change Order No. 5 in the additive amount of \$17,168.75 for sidewalk connections and associated ramp adjustments in front of Nemours Hospital. This is a GID contract but this change order will be a BCID cost.

Recommended Motion: Approve Change Order No. 5 in the additive amount of \$17,168.75.

Traffic Signalization Improvements at the Intersection of Helios Boulevard and Lake Nona Boulevard - The New Florida Industrial Electric, Inc.

Construction Status: Substantial completion of the signal is anticipated in early-March with full operation anticipated in mid-March.

Change Order (C.O.) Status: None

Recommended Motion: None

Should there be any questions, please do not hesitate to call.

Thank you.

End of memorandum.

c: Larry Kaufmann
Scott Thacker
Troy Davidson
Dan Young
Tarek Fahmy

2200 Park Ave. North

Winter Park, FL

32789-2355

Fax 407-644-8318

407-644-4088

**LAKE NONA SOUTH
Greenway Improvement District
Nemours Parkway Phase 7
Change Order Log
Jr. Davis**

C.O. #	Date	Description of Revision	Additional Days	Amount	Status	New Contract Amount Original Contract Date	To Board	Approval Date	Notes
						\$6,312,276.78			
<u>1</u>	2/8/2019	Contract adjustment for revision to include scope of work for addendums/plans issued after bid date.		\$ 161,445.97	Approved	\$ 6,473,722.75	2/19/2019	2/19/2019	
<u>2</u>	5/20/2019	Add sanitary and reclaim service laterals intended to serve the Nemours Children's Hospital.		\$ 12,879.00	Approved	\$ 6,486,601.75	5/21/2019	5/21/2019	
<u>3</u>	9/12/2019	Contract Calendar Extension - Add 60 Days	60	\$ -	Approved	\$ 6,486,601.75	9/17/2019	9/17/2019	
<u>4</u>	9/19/2019	Landscaping and Irrigation Revisions		\$ 49,204.52	Approved	\$ 6,535,806.27	10/15/2019	10/15/2019	
<u>5</u>	1/15/2020	Modify Ramps at Nemours Hospital		\$17,168.75	Pending	\$ 6,552,975.02	1/21/2020		

Greenway Improvement District
CONTRACT CHANGE ORDER

Change Order No. 5

Project: Nemours Parkway Phase 7

Date 1/16/2020

Engineer: Donald W. McIntosh Associates, Inc.

Contractor: Jr. Davis Construction Company

ITEM NO.	WORK PERFORMED	DESCRIPTION OF CHANGE	AMOUNT / (-) +
1	Modify Ramps at Nemours Hospital	ADD	\$ 17,168.75

Net Change Order Amount \$ 17,168.75

Contract Amount Prior to Change Order \$ 6,535,806.27

Revised Contract Amount \$ 6,552,975.02

COMMENTS:

See attached backup provided by Jr. Davis Construction Company.

Acceptable To: Jr. Davis Construction Date: _____

Approved By: _____ Date: _____
Greenway Improvement District

c: Jeffrey J. Newton, P.E.

NEMOURS PARKWAY PHASE 7 - REV 11 PLAN CHANGES



JR. DAVIS CONSTRUCTION

210 S. HOAGLAND BLVD.
KISSIMMEE, FL 34741

Contact: CONOR MACNAMARA
Phone: 407-870-0066
Email: CONOR.MACNAMARA@JR-DAVIS.COM

Quote To: Greenway Improvement District

Proposal Date: 1/8/2020
Date of Plans: 1/30/18
Revision Date: 9/26/19

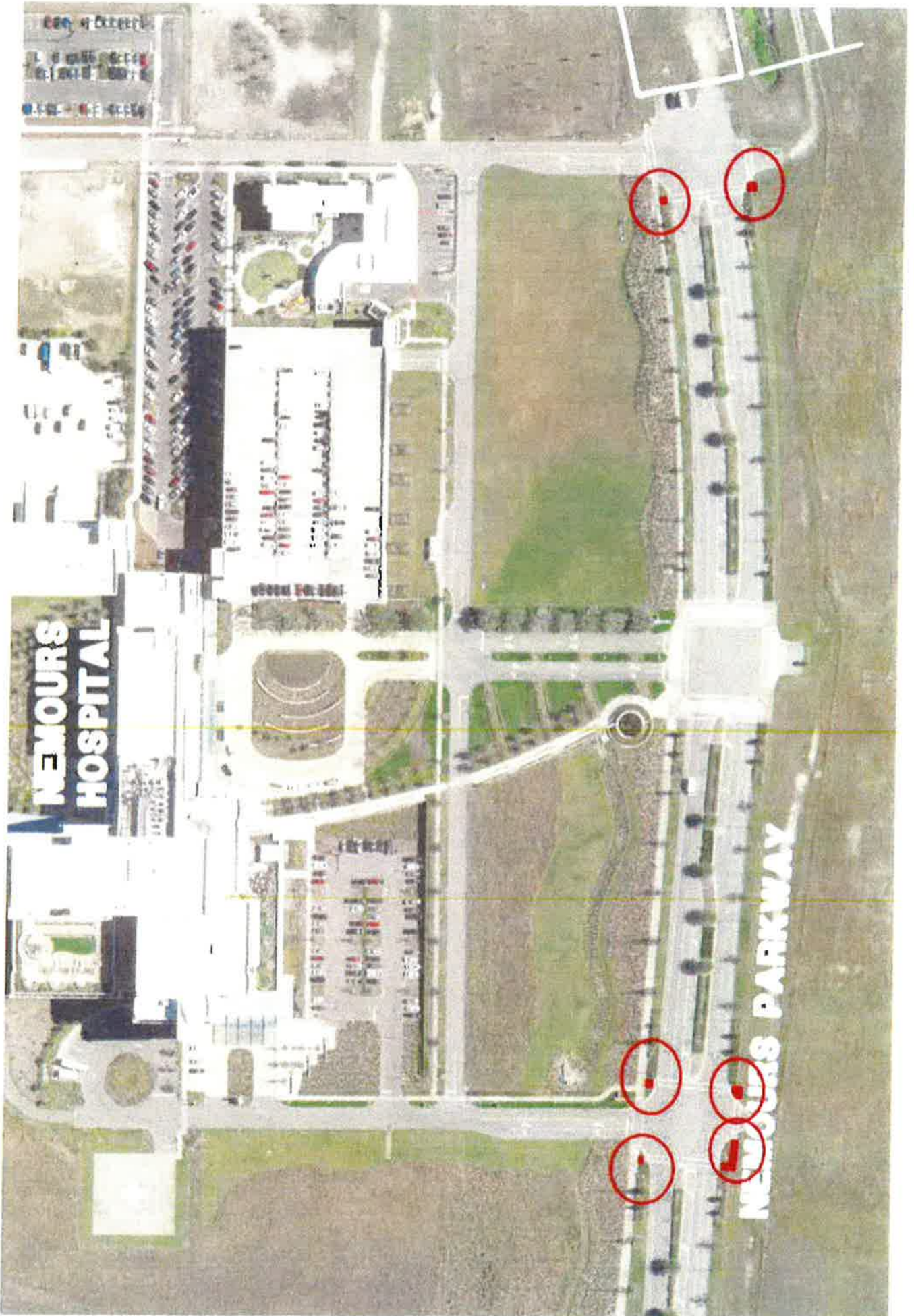
ITEM	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	AMOUNT
GENERAL CONDITIONS					
110	GENERAL CONDITIONS	1.00	LS	1,415.00	1,415.00
GENERAL CONDITIONS TOTAL					\$1,415.00
MODIFY ADA RAMPS AT NEMOURS HOSPITAL					
310	DEMO EXISTING RAMPS & CURB BEHIND ADA MATS	10.00	EA	125.00	1,250.00
330	NEW 5' WIDE HANDICAP RAMPS WITH CURB	10.00	EA	1,180.00	11,800.00
335	NEW SIDEWALK BEHIND RAMPS - ISOLATED PRODUCTION	35.00	SY	38.75	1,356.25
340	ASPHALT TRAIL - 6" CONCRETE INSTALLED	35.00	SY	38.50	1,347.50
MODIFY ADA RAMPS AT NEMOURS HOSPITAL					\$15,753.75
GRAND TOTAL					\$17,168.75

NOTES:

THIS PROPOSAL IS INCLUSIVE OF CHANGES PER THE REVISED CIVIL DRAWINGS RECEIVED ON 10/7/19.

JDC Reference:1961RFC006

CC:TBD



**NEMOURS
HOSPITAL**

NEMOURS PARKWAY

**Boggy Creek Improvement District
 Traffic Signalization Improvements at the Intersection of Helios Boulevard and Lake Nona Boulevard
 Change Order Log
 The New Florida Industrial Electric, Inc.**

C.O. #	Date	Description of Revision	Additional Days	Amount	Status	New Contract Amount Original Contract Date	To Board	Approval Date	Notes
						\$496,199.44			
1	8/2/2019	Steel Mast Arm Assembly, furnished and installed	0	\$ 5,567.85	Approved	\$501,767.29	8/20/2019	8/20/2019	
2	9/17/2019	Plan Changes between NOA and Permit Approval	0	\$ 15,597.11	Approved	\$517,364.40	9/17/2019	9/17/2019	