

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, April 21, 2020, at 3:40 p.m. Via telephonic conferencing due to the COVID-19 Executive Orders 20-52 & 20-69.

Richard Levey	Chairperson	(via phone)
Damon Ventura	Vice-Chair	(via phone)
Chad Tinetti	Assistant Secretary	(via phone)
Thad Czapka	Assistant Secretary	(via phone)
Heather Isaacs	Assistant Secretary	(via phone)

Also, attending:

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

SECOND ORDER OF BUSINESS

Public Comment Period

Dr. Levey noted for the record there were no members of the public present.

THIRD ORDER OF BUSINESS

Discussion Regarding Executive Orders 20-52 and 20-69

Ms. Mackie explained the Board joined a WebEx meeting instead of being physically present during the COVID-19 situation, as a result of Executive Orders 20-52 and 20-69. Certain sections of those orders suspended the Sunshine Law requirement that there be a physical quorum of three Board members to convene a meeting. The District provided information in the advertisement as to how the public could access the meeting as well as Ms. Walden making her information available, if anyone should have any issues accessing this meeting. This situation may continue for future meetings and District staff will keep the Board informed.

FOURTH ORDER OF BUSINESS**Consideration of the Minutes
of the February 18, 2020 Board
of Supervisors' Meeting**

Board Members reviewed the minutes from the February 18, 2020, 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 18, 2020, Board of Supervisors' Meeting.

FIFTH ORDER OF BUSINESS**Appointment of Auditor
Selection Committee**

Dr. Levey stated the Board needs to appoint a committee to select an auditor. Past practice has been that the Board of Supervisors has served as the Auditor Selection Committee. He recommended a motion to designate the Board as the Auditor Selection Committee.

On Motion by Ms. Isaacs, second by Mr. Ventura, with all in favor, the Board of Supervisors for the Boggy Creek Improvement District appointed itself as the Auditor Selection Committee.

SIXTH ORDER OF BUSINESS**Consideration of Appointment
to Construction Committee**

Mr. Kaufmann stated the Board needs to consider an appointment to the Construction Committee as Troy Davidson is no longer able to serve. He recommended that Chris Wilson assume his position on the Construction Committee.

On Motion by Ms. Isaacs, second by Mr. Czapka, with all in favor, the Board of Supervisors for the Boggy Creek Improvement District appointed Christ Wilson to the Construction Committee.

SEVENTH ORDER OF BUSINESS**Review of FY 2021 Operations
& Maintenance Budget**

Ms. Walden explained Today's purpose is to answer any questions, address any line items the Board would like to see adjusted or look in to including any new items the Board would like to see in the budget. The plan is to take those items, work with the Construction Committee at the next Construction Committee meeting to adjust the budget and then bring back a final proposed budget for the Board to approve in preliminary form at the May Board Meeting.

Dr. Levey asked if there were any significant shifts in priorities or categories. Ms. Walden replied the District is showing coming down \$10,000.00 on the Water Reclaimed, increasing the amount on Landscaping and Landscaping Improvements, adding more monies to Contingency, decreasing the amount for the Lighting for the Interchange, and the Developer is asking for additional money for a landscape Specialist. No action from the Board is required at this time.

EIGHTH ORDER OF BUSINESS

Consideration of Proposals for Landscape Maintenance for Nemours West

Mr. Thacker stated the Landscaping on Nemours West, the initial 12-month maintenance period included as part of the construction is coming to an end. He sought proposals for the maintenance of that landscaping. He presented a proposal from Cepra for \$28,600.00 for the year and a proposal from Down to Earth in the amount of \$48,672.00. Mr. Thacker recommended that this additional section of roadway be added as an amendment to Cepra's existing maintenance contract with the District.

On Motion by Ms. Isaacs, second by Mr. Ventura, with all in favor, the Board of Supervisors for the Boggy Creek Improvement District approved adding landscape maintenance for Nemours West in the amount of \$28,600.00 to Cepra's Existing Maintenance Contract.

NINTH ORDER OF BUSINESS

Ratification of Requisition Nos. 2018-130 – 2018-134 paid in February 2020 in an amount totaling \$116,334.35 and Requisition Nos. 2018-135 – 2018-137 paid in March 2020 in an amount totaling \$7,142.61

Board Members reviewed Requisition Nos. 2018-130 – 2018-134 paid in February 2020 in an amount totaling \$116,334.35 and Requisition Nos. 2018-135 – 2018-137 paid in March 2020 in an amount totaling \$7,142.61. 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. 2018-130 – 2018-134 paid in February 2020 in an amount totaling \$116,334.35 and Requisition Nos. 2018-135 – 2018-137 paid in March 2020 in an amount totaling \$7,142.61.

TENTH ORDER OF BUSINESS

Ratification of Operation and Maintenance Expenditures paid in February 2020 in an

**amount totaling \$198,827.62
and Operation and
Maintenance Expenditures
Paid in March 2020 in an
amount totaling \$8,557.75**

Board Members reviewed the Operation & Maintenance expenditures paid in February 2020 in an amount totaling \$198,827.62 and Operation and Maintenance Expenditures Paid in March 2020 in an amount totaling \$8,557.75. Dr. Levey 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 February 2020 in an amount totaling \$198,827.62 and Operation and Maintenance Expenditures Paid in March 2020 in an amount totaling \$8,557.75.

ELEVENTH ORDER OF BUSINESS

Recommendation of Work Authorizations/Proposed Services

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

TWELFTH 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 March 31, 2020. Ms. Walden noted that the District currently is under budget and District staff is continuing to monitor and make sure it stays under budget. There was no action required by the Board.

THIRTEENTH ORDER OF BUSINESS

Staff Reports

District Counsel –

No Report

District Manager –

The next meeting is scheduled for Tuesday, May 19, 2020.

District Engineer –

Mr. Newton explained there are two active construction projects for this District.

Nemours Parkway Phase 7 is being undertaken by the Greenway District but there are some improvements within the Boggy District. There was an

issue with a force main not being installed properly and the contractor must re-lay that force main. It has no impact on the Boggy District but has delayed close-out of the project, which is now expected in May. Upon close-out, Greenway will be invoicing Boggy for the Boggy portion of that contract.

Traffic signalization improvements at the intersection of Helios Boulevard and Lake Nona Boulevard were delayed due to some permitting issues with the Contractor but those have been resolved. The updated completion schedule anticipates having the signal complete in early May and fully operational in mid-May.

Construction Supervisor – No Report

District Landscape Supervisor- No Report

FOURTEENTH 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 April 21, 2020, meeting of the Board of Supervisors for the Boggy Creek Improvement District was adjourned.


Secretary/Assistant Secretary


Chair/Vice Chair