

# **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, December 17, 2019, at 3:30 p.m. 6900 Tavistock Lakes Blvd., Suite 200, Orlando, FL 32827. Members listed below constituted a quorum.

Richard Levey	Chair
Chad Tinetti	Board of Supervisor
Thad Czapka	Assistant Secretary

Also, attending:

Jennifer Walden	PFM
Tucker Mackie	Hopping Green & Sams (via phone)
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**

### **Swearing in Newly Appointed Board Member**

Ms. Walden noted for the record that Chad Tinetti was already administered the oath of office prior to the start of the meeting to establish quorum.

## **FOURTH ORDER OF BUSINESS**

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

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

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

## **FIFTH ORDER OF BUSINESS**

**Consideration      Resolution  
2020-02,      Setting      Public  
Hearing to Adopt Amended  
and Restated Rules of  
Procedure**

- a) Memorandum of Updated  
Provisions of the District's  
Rules of Procedures**
- b) Redlined Rules of  
Procedure**

Ms. Mackie explained that this resolution would schedule the requisite public hearing the District needs to hold in order to adopt amended Rules of Procedure. Behind the resolution is the memorandum of updated provisions of the District's Rules of Procedure and the redlined Rules of Procedure that highlight the proposed changes that District Counsel is recommending.

The basic reason for the amendments is to implement changes that have been made over the years through legislative changes adopted under Florida Law and things District Counsel felt would facilitate greater efficiency in the operation of the District. District staff recommended February 18, 2020 as the public hearing date.

On Motion by Ms. Czapka, second by Mr. Tinetti, with all in favor, the Board of Supervisors for the Boggy Creek Improvement District approved Resolution 2020-02, Setting Public Hearing date to Adopt Amended and Restated Rules of Procedure for February 18, 2020 at 3:30 p.m. at 6900 Tavistock Lakes Blvd., Suite 200, Orlando, FL 32827.

## **SIXTH ORDER OF BUSINESS**

**Ratification of Requisition  
Nos. 2018-119 – 2018-120 paid  
in November 2019 in an  
amount totaling \$10,041.50**

Board Members reviewed Requisition Nos. 2018-119 – 2018-120 paid in November 2019 in an amount totaling \$10,041.50. Ms. Walden noted that these have been approved and paid and just need to be ratified by the Board.

On Motion by Mr. Tinetti, second by Mr. Czapka, with all in favor, the Board of Supervisors for the Boggy Creek Improvement District ratified Requisition Nos. 2018-119 – 2018-120 paid in November 2019 in an amount totaling \$10,041.50.

## **SEVENTH ORDER OF BUSINESS**

**Ratification of Operation and  
Maintenance Expenditures  
Paid in November 2019 in an  
amount totaling \$69,428.27**

Board Members reviewed the Operation & Maintenance expenditures paid in November 2019 in an amount totaling \$69,428.27. Ms. Walden noted that these have been approved and paid and just need to be ratified by the Board.

On Motion by Mr. Czapka, second by Mr. Tinetti, with all in favor, the Board of Supervisors for the Boggy Creek Improvement District ratified the Operation & Maintenance expenditures paid in November 2019 in an amount totaling \$69,428.27.

#### **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 November 30, 2019. The District is currently under budget as total expenses spent are just over \$113,000.00 vs. a total budget of \$920,000.00. No action is required by the Board.

#### **TENTH ORDER OF BUSINESS**

#### **Staff Reports**

District Counsel –

No Report

District Manager –

Ms. Walden noted that the next Board Meeting is scheduled for Tuesday, January 21, 2020.

District Engineer –

Mr. Newton distributed the Construction Status Memorandum (Minutes Exhibit A). He explained that there are only two active projects with the District at this point. Nemours Parkway Phase 7 has been completed and is open to traffic. The only thing keeping the District from closing it out is the startup of the lift station in the Greenway District. He reminded the Board that this is a shared project. The second is the traffic signal at Helios and Lake Nona Boulevard which should be constructed in late January or early February.

Construction Supervisor –

Mr. Kauffmann stated that the company that is doing the signal at Helios and Lake Nona Boulevard is scheduled to be on site during the holidays to install the drill shafts. This is the first phase of their construction.

**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 Mr. Czapka, second by Mr. Tinetti, with all in favor, the December 17, 2019 Meeting of the Board of Supervisors for the Boggy Creek Improvement District was adjourned.

  
**Secretary/Assistant Secretary**

  
**Chair/Vice Chair**



**DONALD W. MCINTOSH  
ASSOCIATES, INC.**

# MEMORANDUM

DATE: December 17, 2019

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:** Substantial completion of the project is anticipated in January, after the startup of the lift station. The Greenway Improvement District will be invoicing this District in an estimated amount of \$776,384.98 for improvements within the BCID boundary.

SURVEYORS

**Change Order (C.O.) Status:** None at this time.

**Recommended Motion:** None at this time.

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

**Construction Status:** Installation of this traffic signal should be completed in late-January or early-February.

**Change Order (C.O.) Status:** None at this time.

**Recommended Motion:** None at this time.

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

**407-644-4068**

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<http://www.dwma.com>

**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
						<b>\$6,312,276.78</b>			
<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 Childrens'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	

**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
						<b>\$496,199.44</b>			
<u>1</u>	8/2/2019	Steel Mast Arm Assembly, furnished and installed	0	\$ 5,567.85	Approved	\$501,767.29	8/20/2019	8/20/2019	
<u>2</u>	9/17/2019	Plan Changes between NOA and Permit Approval	0	\$ 15,597.11	Approved	\$517,364.40	9/17/2019	9/17/2019	