

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 Monday, November 19, 2018 at 3:30 p.m. at the Lake Nona Lakehouse, 13623 Sachs Ave., 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

Fishkind & Associates, Inc.
Fishkind & Associates, Inc.
Hopping Green & Sams
District Engineer
Construction Supervisor

SECOND ORDER OF BUSINESS

Public Comment Period

Mr. Levey called for any public comments on any agenda items. There were no public comments at this time.

THIRD ORDER OF BUSINESS

**Consideration of Minutes of
the October 16, 2018 Board
of Supervisors' Meeting**

Board Members reviewed the minutes from the October 16, 2018 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 October 16, 2018 Board of Supervisors' Meeting.

FOURTH ORDER OF BUSINESS

Consideration of Property Insurance Proposal for Hardscape Items

Ms. Walden explained that the Property Insurance Proposal for hardscape items was brought before the Board at the last meeting; however, the Board did not have the actual proposal from the insurance company. She directed the Board's attention to page 7 of the proposal which shows the breakdown of the pricing. The premium for the property insurance would be an additional \$3,322.00 increasing the insurance to \$10,259.00.

Ms. Walden asked the insurance advisor questions that were raised and she was informed that they do not give deductible options and it cannot be changed. She stated that the deductible would be \$2,500 with the exception of if there is a named hurricane, it would then go to a minimum of \$10,000.00 which is outlined on page 3 of the proposal.

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 Property Insurance Proposal for Hardscape Items.

FIFTH ORDER OF BUSINESS

Consideration of FY 2018 Audit Engagement Letter

Ms. Walden explained that this is from the Auditor and stated that the Board previously selected Grau, this is their engagement letter for auditing services for Fiscal Year 2018. They are requesting \$3,900.00 which is the amount that the District budgeted. District staff has reviewed the engagement letter with District Counsel and made some changes, the changes were made by Grau. This engagement letter is in final form to be approved 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 approved FY 2018 Audit Engagement Letter.

SIXTH ORDER OF BUSINESS

Consideration of OUC Utility Easement Agreement

Ms. Mackie explained that the OUC Utility Easement Agreement is associated with the Town Center Loop Road (aka Nemours West). This is a potable water easement and it is the typical OUC form of an easement. It was reviewed to make sure that language relative to the District was included. She stated that the District Engineer has reviewed the location and confirmed both areas that are identified on the easement agreement. She requested a motion to approve the OUC Utility Easement Agreement.

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 OUC Utility Easement Agreement.

SEVENTH ORDER OF BUSINESS

Consideration of Amended and Restated Easement Agreement

Ms. Mackie explained that this item can be tabled and it was a placeholder in the event that Nemours easement was going to lead over into this particular District but it was wholly within Greeneway and addressed at the Board meeting.

EIGHTH ORDER OF BUSINESS

Consideration of OUC Service Lighting Service Monument Lighting

Mr. Kaufmann stated that this is an agreement for the monument spotlights and was similar to the agreement that was approved by the previous Board. He explained that it includes 12 fixtures and page 12 of the agreement outlines the lighting service fees.

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 OUC Lighting Service Monument Lighting.

NINTH ORDER OF BUSINESS

Consideration of Resolution 2019-01, Amending the FY 2018 Budget

Ms. Walden explained that the District accountant went through and updated the budget to actuals for Fiscal Year 2018. Some expenses were able to come in after the fiscal year closed and the exhibit to the resolution shows those actuals as well as what District staff is proposing for an adopted revised budget. Several of the line items went over the 10% threshold and the budget's total expenses went up a little as well from what was previously adopted. Mr. Levey asked if reserves were used. Ms. Mackie stated that the District did not have to use reserves here and it was \$150.00 and the real issue was the line items.

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 2019-01, Amending the FY 2018 Budget.

TENTH ORDER OF BUSINESS

**Ratification of Requisition
Nos. 2018-020 – 2018-029
Approved in October 2018
in an amount totaling
\$877,681.31**

Board Members reviewed Requisition Nos. 2018-020 – 2018-029 Approved in October 2018 in an amount totaling \$877,681.31. 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. 2018-020 – 2018-029 Approved in October 2018 in an amount totaling \$877,681.31.

ELEVENTH ORDER OF BUSINESS

**Ratification of Operation
and Maintenance
Expenditures Paid in
October 2018 in the amount
totaling \$87,992.62**

Board Members reviewed the Operation & Maintenance expenditures paid in October 2018 in the amount totaling \$87,992.62.

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 October 2018 in the amount totaling \$87,992.62.

TWELFTH ORDER OF BUSINESS

Recommendation of Work Authorizations/Proposed Services

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

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 through the end of October 2018. Ms. Walden stated that the District is doing well and is currently under budget.

FOURTEENTH ORDER OF BUSINESS

Staff Reports

District Counsel -

No Report

District Manager -

Ms. Walden stated that the next meeting is scheduled for Tuesday, December 18, 2018 which is the Tuesday before Christmas. She wanted to make sure the Board will be able to attend and that the District has a quorum so District staff can get the advertisement going. Ms. Isaacs said that she will not be attending.

District Engineer -

Mr. Newton distributed the Construction Status Memorandum (Minutes Exhibit A). He stated that for Nemours West & Lift Station 10 the project is nearly ready to pave and they will probably pave right after the first of the year because they are waiting on the sewer to be accepted by the City. Mr. Newton stated that there is temporary signal configuration at the intersection of lake Nona Blvd. And Nemours Parkway and it was in order to get the existing

signal pole out of the way of construction. He stated that they have reconfigured some things and it required painting of a new stop bar on the opposite side of the road and the charge for that was \$1,600.00. Mr. Newton presented that in the form of Change Order No. 14.

He explained that the intersection improvements at Tavistock Lakes Blvd. and Veteran's Way, all the striping is done, the signal phasing modifications, the lead lag has been approved by the City. So, Traffic Control Devices should be out implementing that any day. He stated that once that is done, those intersection improvements are complete.

He explained that Medical City Drive Phase 2 they are still investigating the gap in the reclaimed watermain. He stated that they were supposed to do it late last week and he tried to get an update from James Sprague who is helping out with that but he is out this week and Mr. Newton said he will have an update on that for the next Board Meeting.

Mr. Newton explained that Nemours Parkway Phase 7 is under construction and moving along. He noted that the Board previously authorized McIntosh to move forward with the design of Lift Station No. 9 and its associated force main but because of some things going on with the Developer McIntosh has temporarily postponed that work. Mr. Levey requested a motion to approve Change Order No.14.

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 No. 14 in the amount of \$1,600 for Lake Nona Nemours Parkway West & Lift Station No. 10 from John M. Hall Company.

Construction Supervisor - Mr. Kaufmann stated that the Nemours Parkway / Lake Nona Boulevard intersection had its signal head moved to the other side of the road. This required that the stop bar be moved east and some other signage be installed to warn people. He notified Nemours Hospital and they were alerted to it prior to the change happening.

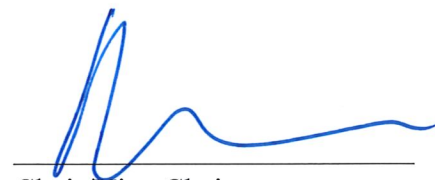
FIFTEENTH ORDER OF BUSINESS

**Supervisor and Audience
Comments & Adjournment**

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

On Motion by Ms. Isaacs, second by Mr. Czapka, with all in favor, the November 19, 2018 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: November 19, 2018

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 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

Lake Nona Nemours Parkway West and Lift Station No. 10 – Jon M. Hall Company

LAND PLANNERS

Construction Status: Construction of all subsurface work, installation of the base course and application of the bituminous prime coat are substantially completed. Paving is on hold pending the City's video inspection and acceptance of the sanitary sewer. The District's traffic signal consultant (VHB) is in the process of designing and permitting a traffic signal at Helios Boulevard in coordination with the UCF hospital entrance. The contractor provided about 50% of the video inspection and report for the storm sewer pipes which have been reviewed by DWMA and the City has approved the Contractor's proposed repairs of the deficiencies noted therein. A temporary signalization configuration has been implemented at Nemours Parkway and Lake Nona Boulevard in order to allow completion of road improvements in the location of the former signal pole.



Change Order (C.O.) Status: Change Order No. 14 in the amount of \$1,600.00 to add a stop bar in connection with the temporary signal configuration at Nemours Parkway and Lake Nona Boulevard.

Recommended Motion: Approve Change Order No. 14 in the amount of \$1,600.00 and authorize District Engineer to execute same once reviewed and finalized.

Lake Nona Boulevard Intersection Modifications: Tavistock Lakes Boulevard and Veterans Way – Jon M. Hall Company

2200 Park Ave. North

Construction Status: Striping on Veterans Way north of Lake Nona Boulevard has been completed.

Winter Park, FL

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

32789-2355

Recommended Motion: None at this time.

Fax 407-644-8318

407-644-4068

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Memorandum

*Re: Boggy Creek Improvement District
Construction Contract Status*

November 19, 2018

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Lake Nona Boulevard Traffic Signals: Tavistock Lakes Boulevard, Veterans Way, and Nemours Parkway – Traffic Control Devices

Construction Status: Both signals were substantially completed as designed on May 18, 2018. Permit modifications have been approved by the City to provide for lead-lag phasing of the intersections.

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

Recommended Motion: None at this time.

Medical City Drive Phase 2 – Jr. Davis Construction

Construction Status: Although this roadway appears in the District's CIP, it is currently being constructed as a private roadway by Jr. Davis Construction (JDC) under contract with Tavistock Development Company (TDC). The District Board previously authorized expenditures totaling not to exceed \$52,620.00 to reimburse the Developer for additional work associated with a missing segment of reclaimed water main. The connection at Laureate Boulevard has been completed and the additional gap is being investigated.

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

Recommended Motion: None at this time.

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

Construction Status: Construction dewatering has been installed throughout most of the site and Installation of the 72" storm sewer pipe outfall is in progress. JDC encountered leakage into existing sanitary manhole SM-12 at wet tie-in connection. The City has been notified of this condition and asked to repair it since this is a City system. The storm pipe outfalls to SMA-11 are substantially completed. Sanitary sewer pipe and manhole installation has commenced. The developer has requested that the street lights be changed from cobra heads to straw hats. This will result in a plan change and additional costs to the District. The developer has also requested that the monument proposed at the western end of Nemours Parkway Phase 6 (to be constructed under this contract) be relocated to north side of road.

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

Recommended Motion: None at this time.



Memorandum

*Re: Boggy Creek Improvement District
Construction Contract Status*

November 19, 2018

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Miscellaneous Authorized Tasks

The Board previously authorized the design of Lift Station No. 9 and its associated force main. Due to current activities by the Developer within this area, this design has been delayed.

Should there be any questions, please advise.

Thank you.

End of memorandum.

c: Larry Kaufmann
Troy Davidson
Scott Thacker
Lance Jackson
James Nugent
Tarek Fahmy

LAKE NONA SOUTH
Boggy Creek Improvement District
Nemours Parkway West and Lift Station No. 10
Jon M. Hall Company
Change Order Log

C.O. #	Date	Description of Revision	Additional Days	Amount	Status	New Contract Amount Original Contract Date 1/5/18	To Board	Approval Date	Notes
						\$9,231,392.00			
1 (RCO 1)	2/20/2018	Change Order per revised plans 12/18/17 - 1/4/18, and add 15 days	15	\$14,124.25	Approved	\$9,245,516.25	2/20/2018	2/20/2018	
2 (RCO 2)	2/23/2018	Add Turn Lane Modifications at Tavistock Blvd and at Vetrans Way	15	\$132,054.00	Approved	\$9,377,570.25	2/20/2018	2/20/2018	
3 (RCO 5)	3/22/2018	Direct Owner Purchase Materials - Mack \$172,274.38, Ferguson \$854,545.14, Rinker \$279,532.54	0	(\$1,306,352.06)	Approved	\$8,071,218.19	4/17/2018	4/17/2018	
4 (RCO 3)	2/20/2018	Change order Per Plan Revision dated 2/19/18. (For City requested changes to access road and precast materials.)	10	\$132,157.52	Approved	\$8,203,375.71	6/19/2018	6/19/2018	
5 (RCO 7)	5/4/2018	Change Subcontractor for Telecom Conduit (telecom conduit to be funded by developer)	0	(\$103,532.32)	Approved	\$8,099,843.39	6/19/2018	6/19/2018	
6 (RCO 4)	4/3/2018	Off-site road modifications per City plan review comments.	15	\$75,421.10	Approved	\$8,175,264.49	6/19/2018	6/19/2018	
7 (RCO 6)	5/4/2018	Utility stub-outs requested by the Town Center engineer.	5	\$27,142.20	Approved	\$8,202,406.69	7/17/2018	7/17/2018	
8 (RCO 8)	6/8/2018 revised on 7/31/18	Addition of median to Nemours West and associated changes.	55	\$263,540.66	Approved	\$8,465,947.35	8/23/2018	8/23/2018	
9 (RCO 11)	8/14/2018	Landscape / Irrigation revised irrigation fittings	0	\$20,126.64	Approved	\$8,486,073.99	8/23/2018	8/23/2018	
10 (RCO 12)	8/15/2018	Forcemain Wet Relocation	3	\$10,187.40	Approved	\$8,496,261.39	8/23/2018	8/23/2018	
11 (RCO 10)	7/17/2018	Landscape / Irrigation revised Landscape plans	20	\$25,717.62	Approved	\$8,521,979.01	10/16/2018	10/16/2018	
12 (RCO 13)	8/24/2018	Add paving per revision #6, Add water per RFI #26, Add sleeving per Owners request.	2	\$6,262.80	Approved	\$8,528,241.81	10/16/2018	10/16/2018	
13 (RCO 16)	10/16/2018	Earthwork - Soil Fracturing	10	\$14,141.28	Approved	\$8,542,383.09	10/16/2018	10/16/2018	
14 (email)	11/9/2018	Add Stop Bar	0	\$1,600.00	Pending	\$8,543,983.09	11/19/2018		

**LAKE NONA SOUTH
Boggy Creek Improvement District
Nemours Parkway West and Lift Station No. 10
Jon M. Hall Company
Change Order Log**

C.O. #	Date	Description of Revision	Additional Days	Amount	Status	New Contract Amount Original Contract Date 1/5/18	To Board	Approval Date	Notes
Days to Substantial Completion			345	Revised Contract Amount		\$8,543,983.09			
Days to Contract Completion			375						

Boggy Creek Improvement District
Lake Nona Nemours Parkway West & Lift Station 10
CONTRACT CHANGE ORDER

Change Order No. 14

Project: Lake Nona Nemours Parkway
West & Lift Station 10

Date 11/9/2018

Engineer: Donald W. McIntosh Associates, Inc.
Contractor: Jon M. Hall Company

ITEM NO.	WORK PERFORMED	DESCRIPTION OF CHANGE	AMOUNT / (-) +
1	Add Stop Bar	ADD	\$1,600.00

Net Change Order Amount \$ 1,600.00

Contract Amount Prior to Change Order \$ 8,542,383.09

Revised Contract Amount \$ 8,543,983.09

COMMENTS:

See backup email dated 11/5/18 attached.

Acceptable To:


Jon M. Hall Company

Date: 11-12-18

Approved By:

Boggy Creek Improvement District

Date: _____

c: Jeffery J. Newton, PE

Lisa Toney

From: Jeffrey J. Newton, PE
Sent: Monday, November 05, 2018 9:53 AM
To: Larry Kaufmann; Chris Wilson
Cc: Mark Jimenez (MAJ@tcd-usa.com); Phillip Hartmann (phartmann@jonmhallcompany.com)
Subject: BCID - RE: Add stop bar
Categories: BCID

We will prepare a change order based on this amount, using this e-mail as the supporting document, and present it at the next board meeting.

Thanks,

Jeffrey J. Newton, P.E.
Senior Vice President
DONALD W. MCINTOSH ASSOCIATES, INC.
2200 Park Avenue North
Winter Park, Florida 32789-2355
Telephone: 407-644-4068 ext. 127
Fax: 407-644-8318
Email: jjnewton@dwma.com

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From: Larry Kaufmann <lkaufmann@tavistock.com>
Sent: Thursday, November 1, 2018 4:44 PM
To: Chris Wilson <cwilson@tavistock.com>
Cc: Mark Jimenez (MAJ@tcd-usa.com) <MAJ@tcd-usa.com>; Jeffrey J. Newton, PE <jjnewton@dwma.com>; Phillip Hartmann (phartmann@jonmhallcompany.com) <phartmann@jonmhallcompany.com>
Subject: RE: Add stop bar

Chris, Please proceed at \$1,600.00.

Mark, please confirm distance that the temporary stop bar will be placed East of the existing stop bar on Nemours Parkway. Also, can the tempory stop be be placed as paint or does it need to be thermoplastic?

KDS
Kaufmann Development Services, LLC
Larry Kaufmann, PE
(407) 448-6592
LKaufmann@tavistock.com

From: Chris Wilson
Sent: Thursday, November 1, 2018 3:26 PM

To: Larry Kaufmann <lkaufmann@tavistock.com>

Subject: Fwd: Add stop bar

See below for cost need location and will work on getting it done Monday. Is it to be painted or tape? Either way cost is the same we are really paying a mobilization fee for such little work.

CHRISTOPHER D. WILSON
Development Project Manager

Tavistock Development Company
6900 Tavistock Lakes Blvd
Suite #200
Orlando, FL 32827

P: (407) 816-6599

C: (407) 466-4570

From: Phil Hartmann <phartmann@jonmhallcompany.com>

Sent: Thursday, November 1, 2018 15:22

To: Chris Wilson

Cc: Phil Hartmann; Tom Friery

Subject: Add stop bar

EXTERNAL E-MAIL

Chris.....To add one stop bar you are looking at \$1600.00. I will need location of stop bar if we move forward so I have something to give my sub. Thanks



Phil Hartmann

Project Manager

Office. 407-215-0410 (Ext, 217)

Fax. 407-215-0411

Mobile. 386-804-6413

1920 Boothe Cir, Ste 230

Longwood, FL 32750

www.jonmhallcompany.com

phartmann@jonmhallcompany.com

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LAKE NONA SOUTH
Boggy Creek Improvement District
Lake Nona Blvd. Traffic Signal Modification at Tavistock Lakes Blvd and Veterans Way Roadway
Change Order Log
Jon M. Hall Company

C.O. #	Date	Description of Revision	Additional Days	Amount	Status	New Contract Amount Original Contract Date	To Board	Approval Date	Notes

LAKE NONA SOUTH
Boggy Creek Improvement District
Lake Nona Blvd. Traffic Signal Modification at Tavistock Lakes Blvd and Veterans Way - Signal
Change Order Log
Traffic Control Devices

C.O. #	Date	Description of Revision	Additional Days	Amount	Status	New Contract Amount Original Contract Date	To Board	Approval Date	Notes
						\$40,025.00			
CO#1		Lake Nona Boulevard and Nemours Parkway Traffic Signal Modifications		\$126,124.30	Approved	\$166,149.30	8/23/2018	8/23/2018	
CO#2		Temporary Signal		\$14,185.50	Approved	\$180,334.80	9/18/2018	9/18/2018	