

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 19, 2021, at 3:32p.m. 6900 Tavistock Lakes Blvd, Suite 200, Orlando, FL 32827

Present:

Richard Levey	Chairperson
Damon Ventura	Vice Chairman
Jamie Bennett	Assistant Secretary
Chad Tinetti	Assistant Secretary
Thad Czapka	Assistant Secretary

Also attending:

Jennifer Walden	PFM	
Lynne Mullins	PFM	(via phone)
Kevin Plenzler	PFM	(via phone)
Tucker Mackie	Hopping Green & Sams	(via phone)
Deborah Sier	Hopping Green & Sams	(via phone)
Jeff Newton	Donald W. McIntosh Associates, Inc.	(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

Mr. Czapka was administered the oath of office prior to the start of the Board Meeting.

FOURTH ORDER OF BUSINESS

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

Board Members reviewed the minutes from the November 10, 2020, Board of Supervisors' Meeting.

On Motion by Ms. Bennett, second by Mr. Tinetti, the Board of Supervisors for the Boggy Creek Improvement District approved the Minutes of the November 10, 2020, Board of Supervisors' Meeting.

FIFTH ORDER OF BUSINESS

Consideration of Resolution 2021-04, 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, 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 as is and adding Mr. Thad Czapka as Assistant Secretary or make any additional changes. Ms. Walden recommended the individuals with PFM stay in their current positions so they can handle the appropriate items when they arise.

On Motion by Mr. Tinetti, second by Ms. Bennett, the Board of Supervisors for the Boggy Creek Improvement District approved Resolution 2021-04, 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, Ms. Jamie Bennett, and Mr. Thad Czapka as Assistant Secretaries, Ms. Amanda Lane as Treasurer and Ms. Jennifer Glasgow as Assistant Treasurer.

TENTH ORDER OF BUSINESS

Consideration of Landscape Proposals for Nemours Parkway Phase 7

Ms. Walden explained the District has two proposals for landscape maintenance along Nemours Parkway Phase 7 – one is from Cepra and one is from Berman. Cepra's proposal is for a monthly cost of \$485.83 or an annual cost of \$5,830.00 while Berman's proposal is for a monthly cost of \$474.97 or an annual cost of \$5,600.64. Staff recommends the Board move forward with Cepra for continuity, as Cepra is currently maintaining the balance of this roadway within both the Boggy Creek Improvement District and the Greenway Improvement District. Unfortunately, the Construction Committee was not able to meet as it did not have a quorum last week but in talking to members of the Construction Committee, they support that recommendation.

On Motion by Mr. Tinetti, second by Ms. Bennett, the Board of Supervisors for the Boggy Creek Improvement District approved Cepra's proposal; authorized District staff to update Cepra's current contract to include Nemours Parkway Phase 7 and authorized the Chair to execute.

TENTH ORDER OF BUSINESS

Ratification of Requisition Nos. 2018-176 – 2018-181 Paid in November & December 2020 in the amount totaling \$8,670.27

Board Members reviewed Requisition Nos. 2018-176 – 2018-181 paid in November & December 2020 in the amount totaling \$8,670.27.

On Motion by Mr. Tinetti, second by Ms. Bennett, the Board of Supervisors for the Boggy Creek Improvement District ratified Requisition Nos. 2018-176 – 2018-181 paid in November & December 2020 in the amount totaling \$8,670.27.

ELEVENTH ORDER OF BUSINESS

Ratification of Operation and Maintenance Expenditures Paid in November & December 2020 in an amount totaling \$115,911.10

Board Members reviewed the Operation & Maintenance expenditures paid in November & December 2020 in an amount totaling \$115,911.10.

On Motion by Mr. Tinetti, second by Mr. Czapka, the Board of Supervisors for the Boggy Creek Improvement District ratified the Operation & Maintenance Expenditures paid in November & December 2020 in an amount totaling \$115,911.10.

TWELFTH ORDER OF BUSINESS

Recommendation of Work Authorizations/Proposed Services

Mr. Kaufmann had no work authorizations for this Board at this time.

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 December. The District has spent \$175,800.00 vs. a budget of \$920,500.00 so the District is currently under budget. There was no action required by the Board.

FOURTEENTH ORDER OF BUSINESS

Staff Reports

District Counsel –

Ms. Sier made a presentation regarding recent legislative changes that require Board action. The Florida Legislature passed a new law that went into effect of January 1, 2021 which requires public employers to

participate in the E-Verify System. E-Verify, which is operated by the Department of Homeland Security, is used to confirm that employees are eligible to work in the United States. Local government entities, like the District, that enter into contracts are now required to register for the E-Verify System. Registration involves completing an online form and executing a Memorandum of Understanding. The District will include language on all new contracts that requires the contractors to comply with the E-Verify System as well. Ms. Sier requested the Board delegate to the Secretary the authority to register the District on E-Verify and execute the MOU.

On Motion by Mr. Tinetti, second by Mr. Czapka, with all in favor, the Board of Supervisors for the Boggy Creek Improvement District delegated to the Secretary the authority to register the District on E-Verify and execute the Memorandum of Understanding.

District Manager –

Ms. Walden noted the next meeting is scheduled for Tuesday, February 16, 2021, and the District will need to hold the meeting back at the hotel.

District Engineer –

Mr. Newton stated the list of prequalified contractors is reaching the end of its lifespan so in the next couple of months the District Engineer will approach the Board about going out for another RFQ to pre-qualify contractors.

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 Ms. Bennett, second by Mr. Tinetti, with all in favor, the January 19, 2021, meeting of the Board of Supervisors for the Boggy Creek Improvement District was adjourned.


Secretary/Assistant Secretary


Chair/Vice Chair