

BOGGY CREEK IMPROVEMENT DISTRICT BOARD OF SUPERVISORS' MEETING MINUTES

FIRST ORDER OF BUSINESS

Roll Call to Confirm a Quorum

The Board of Supervisors' Meeting for the Boggy Creek Improvement District was called to order on Tuesday, May 18, 2021 at 3:30 p.m. at Courtyard Orlando Lake Nona, 6955 Tavistock Lakes Blvd, Orlando, FL 32827.

Present:

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

Also attending:

Jennifer Walden	PFM	(via phone)
Lynne Mullins	PFM	
Amanda Lane	PFM	(via phone)
Tucker Mackie	Hopping Green & Sams	
Deborah Sier	Hopping Green & Sams	(via phone)
Jeff Newton	Donald W. McIntosh Associates, Inc.	
Larry Kaufmann	Construction Supervisor & Construction Committee Member	(via phone)
Scott Thacker	District Landscape Supervisor	
Chris Wilson	Construction Committee Member	
Matt McDermott	Construction Committee Member	

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

Consideration of the Minutes of the April 20, 2021 Board of Supervisors' Meeting

Board Members reviewed the minutes from the April 20, 2021 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 April 20, 2021 Board of Supervisors' Meeting.

FOURTH ORDER OF BUSINESS

Letter from Supervisor of Elections – Orange County

Ms. Mullins explained that the District is required to state on the record the number of registered voters within the District. As of April 15, 2021, the District has zero registered voters.

FIFTH ORDER OF BUSINESS

Consideration of District Management Fee Increase Letter for Fiscal Year 2021 & 2022

Ms. Mullins stated that last year, a management fee increase was discussed but was placed on hold. The amounts were shifted into the administrative miscellaneous expense budget item. Now the District Manager is requesting an increase from \$37,500 to \$40,000 annually which would become effective June 1, 2021. The annual fee of \$40,000 would remain the same for Fiscal Year 2022 and has been factored into the budget. The last increase in management fees was in Fiscal Year 2019.

On Motion by Mr. Tinetti, second by Mr. Ventura, with all in favor, the Board of Supervisors for the Boggy Creek Improvement District approved the District Management Fee Increase Letter for Fiscal Year 2021 & 2022.

SIXTH ORDER OF BUSINESS

Consideration of Resolution 2021-05, Approving a Preliminary Budget for Fiscal Year 2022 and Setting a Public Hearing Date

Ms. Mullins explained that the preliminary budgets are listed behind Tab 4 as an exhibit. The overall O&M budget is increasing, but carryforward is being used to offset the difference. Assessments are staying the same. As a reminder, the District is approving the overall proposed budget amount today. The line items can be adjusted prior to the final budget adoption in August. So, today's purpose is to set the overall budget. Dr. Levey noted that the budget cannot go higher. Ms. Mullins agreed and stated that the overall budget amount is a ceiling. The amount can always be lowered but it cannot be raised.

On Motion by Mr. Ventura, second by Mr. Tinetti, with all in favor, the Board of Supervisors for the Boggy Creek Improvement District approved Resolution 2021-05, Approving a Preliminary Budget for Fiscal Year 2022 and Setting a Public Hearing Date of August 17, 2021 at 3:30 p.m. at the Courtyard by Marriott Orlando Lake Nona, 6955 Tavistock Lakes Blvd., Orlando, FL 32827.

SEVENTH ORDER OF BUSINESS

Ratification of Operation and Maintenance Expenditures Paid in April 2021 in an amount totaling \$68,399.68

The Board reviewed the Operation of Maintenance Expenditures paid in April in an amount totaling \$68,399.68. Ms. Mullins noted that these have already been approved and need to be ratified.

On Motion by Mr. Tinetti, second by Mr. Ventura, with all in favor, the Board of Supervisors for the Boggy Creek Improvement District ratified Operation of Maintenance Expenditures paid in April 2021 in an amount totaling \$68,399.68.

EIGHTH ORDER OF BUSINESS

Recommendation of Work Authorizations/Proposed Services

There were no Work Authorizations for this District at this time.

NINTH ORDER OF BUSINESS

Review of District's Financial Position and Budget to Actual YTD

Ms. Mullins noted through April 30, 2021 that the District has total expenses of \$382,500.00 versus a budget of \$920,500.00. No action is required by the Board.

TENTH ORDER OF BUSINESS

Other Business

<u>District Counsel</u> –	Ms. Mackie noted that District staff has worked with Tavistock to determine the desired level of services and to ensure they are appropriately reflected in the budget.
<u>District Manager</u> –	Ms. Mullins noted the next meeting is scheduled for Tuesday, June 15, 2021, at the Courtyard Orlando Lake Nona.
<u>District Engineer</u> –	No Report
<u>Construction Supervisor</u> –	Mr. Kauffman stated he is finalizing the cost estimate for the additional street lighting along the Lake Nona Blvd. corridor and he should have that for the Board at the next meeting.
<u>District Landscape Supervisor</u> –	No Report
<u>Irrigation Supervisor</u> –	No Report

ELEVENTH ORDER OF BUSINESS

Supervisor Requests & Adjournment

There were no Supervisor requests. Dr. Levey requested a motion to adjourn.

On Motion by Mr. Czapka, second by Mr. Tinetti, with all in favor, the May 18, 2021 meeting of the Board of Supervisors for the Boggy Creek Improvement District was adjourned.



Secretary/Assistant Secretary



Chair/Vice Chair