

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, April 19, 2022, at 3:00 p.m. at the Courtyard Orlando Lake Nona, 6955 Lake Nona Blvd, Orlando, FL 32827.

Present:

Richard Levey
Damon Ventura
Thad Czapka
Chad Tinetti

Chairperson
Vice Chairperson
Assistant Secretary
Assistant Secretary

Also attending:

Jennifer Walden
Lynne Mullins
Tucker Mackie
Jeff Newton
Larry Kaufmann
Scott Thacker

PFM
PFM
Kutak Rock (via phone)
Donald W. McIntosh Associates, Inc.
Construction Supervisor & Construction Committee Member
District Landscape Supervisor

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 February 15, 2022, Board of Supervisors' Meeting

Board Members reviewed the minutes from the February 15, 2022, 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 February 15, 2022, Board of Supervisors' Meeting.

FOURTH ORDER OF BUSINESS

Review of the Fiscal Year 2023 Operations & Maintenance Budget

Ms. Walden noted that this is a conversational item to see if there was any input from the Board prior to the proposed budget coming to the Board for approval next month. No action is required.

FIFTH ORDER OF BUSINESS

Consideration of RFP for Proposals for Construction Services for Traffic Signalization Improvements at the Intersection of Laureate Boulevard and Veterans Way

Mr. Newton explained that the District engaged with Atkins to design a traffic signal at the intersection of Laureate Boulevard and Veterans Way. Atkins has recently submitted 90% plans to the City and once they receive comments back and address them, they will be ready to move forward. Since that is likely to happen before the next Board Meeting, District staff wanted to get approval to move forward with advertisement for the RFP so that the bid process could begin. Included in the agenda is the advertisement and the RFP evaluation criteria. The criteria included are the same as the Board has previously used for other projects within the District. Dr. Levey asked why the District is going through an RFP and not seeking bids. Mr. Newton responded that the District does not have prequalified traffic signal contractors so this project cannot utilize an invitation to bid process. Discussion ensued regarding the allocation of points in the evaluation criteria.

On Motion by Mr. Ventura, second by Mr. Tinetti, with all in favor, the Board of Supervisors for the Boggy Creek Improvement District approved moving forward with the RFP for Traffic Signalization Improvements at the Intersection of Laureate Boulevard and Veterans Way with the Evaluation Criteria as follows: Personnel (10 points), Experience, Bonding Capacity and Available Equipment (10 points), Understanding Scope of Work (5 points), Schedule (25 points), and Price (50 points) with 40 of the 50 points being awarded to the Proposer submitting the lowest cost proposal for completing the work and 10 of the 50 points being awarded for the reasonableness of unit prices and balance of bid.

Dr. Levey asked for District staff to invite the VA to the Construction Committee meetings so they are involved in this process and thought the VA should be involved more. Ms. Mackie explained that she has reviewed the Joint Project Agreement and there are specific obligations that the team will ensure that the District is complying with. This includes providing the VA with copies of all the competitive bids received. Along with providing these, District staff can invite them to the Construction Committee meetings that will be taking place.

SIXTH ORDER OF BUSINESS

Consideration of Resolution 2022-04, Setting a Public Hearing Regarding the District's Intent to Use the Uniform Method as a Result of a Boundary Expansion

Ms. Mackie explained that the District's boundaries were amended in 2016. It is best practice to have the Uniform Method Resolution match the existing boundaries of the District, even though the Uniform Method is not used as often in this District due to most properties being direct collected. The purpose of the requested public hearing is to update the Uniform Method Resolution to reflect the current District boundary.

On Motion by Mr. Ventura, second by Mr. Czapka, with all in favor, the Board of Supervisors for the Boggy Creek Improvement District approved Resolution 2022-04, Setting a Public Hearing Date for June 21, 2022, at 3:00 p.m. at 6955 Lake Nona Blvd., Orlando, FL 32827, Regarding the District's Intent to Use the Uniform Method as a Result of a Boundary Expansion.

SEVENTH ORDER OF BUSINESS

Consideration of Property Appraiser Agreement

Ms. Walden presented the Property Appraiser Agreement with Orange County, which is required to place certain parcels on the County's assessment roll. This is the same agreement the sister Districts have in place.

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 Property Appraiser Agreement with Orange County.

EIGHTH ORDER OF BUSINESS

**Consideration of OUC
Transfer Agreement**

Mr. Kaufmann requested we table this item.

NINTH ORDER OF BUSINESS

**Consideration of 1st
Addendum to Agreement for
Traffic Engineering Services
for Power Center Roundabout
with Kittelson**

Mr. Newton explained that this has to do with a potential roundabout at the intersection of Medical City Drive and Lake Nona Boulevard. The project has been reviewed with the Developer and would be broken into two phases. The initial phase is \$6,000.00 for roundabout operational analysis and the second phase is \$20,000.00 for preliminary roundabout design. Mr. Newton would like approval from the Board for the \$26,000.00 with the understanding that he will only give approval for the first phase, and once the operational analysis is done, then he will seek the Developer's approval before giving approval to move forward with the second phase.

On Motion by Mr. Ventura, second by Mr. Czapka, with all in favor, the Board of Supervisors for the Boggy Creek Improvement District approved the 1st Addendum to Agreement for Traffic Engineering Services for Power Center Roundabout with Kittelson subject to the operational analysis coming back to the Board before the preliminary roundabout design can move forward.

TENTH ORDER OF BUSINESS

**Consideration of Agreement
for Traffic Engineering
Services for Power Center
Roundabouts with Kittelson**

Mr. Newton explained that the Developer is working on proposing a Power Center at the west end of Lake Nona Boulevard and they would like to evaluate putting in roundabouts at the main entrances of the Power Center as opposed to traffic signals. Dr. Levey asked if this is going to design without an operational analysis and he is interested in the capacity analysis. Mr. Newton replied that it looks like this would go straight to design. Mr. Kaufmann added that they will need that analysis and it can be brought back to the Board. The Board decided table this item to the end of the agenda.

ELEVENTH ORDER OF BUSINESS

**Ratification of Operation and
Maintenance Expenditures
Paid in February 2022 in an
amount totaling 104,257.05**

The Board reviewed Operation and Maintenance Expenditures Paid in February 2022 in an amount totaling \$104,257.05. Ms. Walden noted these have been approved and need to be ratified by the Board.

On Motion by Mr. Ventura, second by Mr. Czapka, with all in favor, the Board of Supervisors for the Boggy Creek Improvement District approved the Operation and Maintenance Expenditures Paid in February 2022 in an amount totaling \$104,257.05.

TWELFTH ORDER OF BUSINESS

Ratification of Operation and Maintenance Expenditures Paid in March 2022 in amount totaling \$80,215.08

The Board reviewed Operation and Maintenance Expenditures Paid in March 2022 in an amount totaling \$80,215.08. Ms. Walden noted these have been approved and need to be ratified by the Board.

On Motion by Mr. Ventura, second by Mr. Czapka, with all in favor, the Board of Supervisors for the Boggy Creek Improvement District approved the Operation and Maintenance Expenditures Paid in March 2022 in an amount totaling \$80,215.08.

THIRTEENTH ORDER OF BUSINESS

Ratification of Requisition Nos. 2018-222 – 2018-227 in February 2022 in an amount totaling \$17,759.00

The Board reviewed Requisition Nos. 2018-222 – 2018-227 paid in February 2022 in an amount totaling \$17,759.00. Ms. Walden noted these have been approved and need to be ratified by the Board.

On Motion by Mr. Ventura, second by Mr. Czapka, with all in favor, the Board of Supervisors for the Boggy Creek Improvement District ratified Requisition Nos. 2018-222 – 2018-227 paid in February 2022 in an amount totaling \$17,759.00.

FOURTEENTH ORDER OF BUSINESS

Ratification of Requisition Nos. 2018-228 – 2018-233 in March 2022 in an amount totaling \$33,667.00

The Board reviewed Requisition Nos. 2018-228 – 2018-233 paid in March 2022 in an amount totaling \$33,667.00. Ms. Walden noted these have been approved and need to be ratified by the Board.

On Motion by Mr. Ventura, second by Mr. Czapka, with all in favor, the Board of Supervisors for the Boggy Creek Improvement District ratified Requisition Nos. 2018-228 – 2018-233 paid in March 2022 in an amount totaling \$33,667.00.

FIFTEENTH ORDER OF BUSINESS

Recommendation of Work Authorizations/Proposed Services

Mr. Kaufmann explained the first Work Authorization is with Donald W. McIntosh Associates, Inc. for Lake Nona South Lift Station No. 9 & approximately 6,000 LF of Sewer Force Main for \$254,590.00. This is for survey and engineering services to complete the design and this will terminate the previous agreement with Donald W. McIntosh, Inc. dated September 4, 2018.

On Motion by Mr. Czapka, second by Mr. Ventura, with all in favor, the Board of Supervisors for the Boggy Creek Improvement District approved the Work Authorizaiton for Lift Station No. 9 & approx. 6,000 LF Force Main with Donald W. McIntosh Associates, Inc. in the amount of \$254,590.00.

Mr. Kaufmann explained the second Work Authorization is for the same facility but with Central Florida Locating, Inc. for \$33,120.00. It is for underground location services and soft digs for the routing of the force main. Discussion ensued about the pricing and the work being requested.

On Motion by Mr. Ventura, second by Mr. Czapka, with all in favor, the Board of Supervisors for the Boggy Creek Improvement District approved the Work Authorization for Lift Station #9 & approx. 6,000 LF Force Main with Central Florida Locating, Inc. in the amount of \$33,120.00.

SIXTEENTH ORDER OF BUSINESS

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

The Board reviewed the District's Financial Statements through March 31, 2022. Ms. Walden noted the District has spent \$500,000.00 of the \$836,000.00 budget. No action is required by the Board.

SEVENTEENTH ORDER OF BUSINESS

Staff Reports

<u>District Counsel</u> –	No Report
<u>District Manager</u> –	Ms. Walden noted the next meeting is scheduled for Tuesday, May 17, 2022. Dr. Levey stated he will not be in attendance for that meeting.
<u>District Engineer</u> –	No Report
<u>Construction Supervisor</u> –	No Report
<u>District Landscape Supervisor</u> -	No Report
<u>Irrigation Supervisor</u> –	No Report

EIGHTEENTH ORDER OF BUSINESS

Supervisor Requests and 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 April 19, 2022, Meeting of the Board of Supervisors for the Boggy Creek Improvement District was adjourned.


Secretary/Assistant Secretary


Chair/Vice Chair