

**BOGGY CREEK IMPROVEMENT DISTRICT  
BOARD OF SUPERVISORS' MEETING MINUTES**

**FIRST ORDER OF BUSINESS**

**Roll Call to Confirm Quorum**

The Board of Supervisors' Meeting for the Boggy Creek Improvement District was called to order on Tuesday, July 19, 2022, at 3:00 p.m. at the Courtyard Orlando Lake Nona, 6955 Lake Nona Blvd, Orlando, FL 32827.

Present:

Damon Ventura  
Thad Czapka  
Chad Tinetti

Vice Chairperson  
Assistant Secretary  
Assistant Secretary

Also attending:

Jennifer Walden  
Lynne Mullins  
Amanda Lane  
Jorge Jimenez  
Tucker Mackie  
Ryan Dugan  
Jeffrey Newton  
Larry Kaufmann  
Matt McDermott  
Aaron Wilbanks  
Chris Dennison  
Matt McCollum

PFM  
PFM  
PFM (via phone)  
PFM (via phone)  
Kutak Rock  
Kutak Rock  
Donald W. McIntosh Associates, Inc.  
Construction Supervisor (via phone)  
Construction Committee Member  
Berman  
Cepra  
Cepra

**SECOND ORDER OF BUSINESS**

**Public Comment Period**

Ms. Walden called for public comments. There were no public comments.

**THIRD ORDER OF BUSINESS**

**Consideration of the Minutes of the  
May 9, 2022, RFP Meeting to Open  
Responses for Landscaping and  
Irrigation Maintenance Services**

The Board reviewed the minutes of the May 9, 2022, RFP Meeting.

On motion by Mr. Ventura, seconded by Mr. Tinetti, with all in favor, the Board of Supervisors for the Boggy Creek Improvement District approved the Minutes of the May 9, 2022, RFP Meeting to Open Responses for Landscaping and Irrigation Maintenance Services.

**FOURTH ORDER OF BUSINESS**

**Consideration of the Minutes of the  
June 21, 2022, Board of Supervisors'  
Meeting**

The Board reviewed the Minutes of the June 21, 2022, Board of Supervisors' Meeting.

On motion by Mr. Tinetti, seconded by Mr. Czapka, with all in favor, the Board of Supervisors for the Boggy Creek Improvement District approved the Minutes of the June 21, 2022, Board of Supervisors' Meeting.

#### **FIFTH ORDER OF BUSINESS**

#### **Consideration of Award of Landscape and Irrigation Maintenance Services – Lake Nona Boulevard South and Roadways**

##### **a) Construction Committee Recommendation**

Ms. Mackie reviewed the process by which proposals are submitted, considered, and ranked. She pointed out the maps that portray the two sections of the District for which the proposals were requested and that the Board could award each section separately or collectively. She noted that the Construction Committee ranked Cepra Landscape as the highest responsive bidder for Lake Nona Boulevard South and Roadways (Sections 1 and 2) and as such it would make sense to award them both sections collectively.

On motion by Mr. Ventura, seconded by Mr. Tinetti, with all in favor, the Board of Supervisors for the Boggy Creek Improvement District accepted the recommendation of the Construction Committee to award Landscape and Irrigation Maintenance Services for Lake Nona Boulevard South and Roadways (Sections 1 and 2) to Cepra Landscape.

#### **SIXTH ORDER OF BUSINESS**

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

Mr. Newton requested that this item be tabled.

#### **SEVENTH ORDER OF BUSINESS**

#### **Consideration of First Amendment to the Geophysical Services Agreement with Central Florida Locating, Inc.**

Mr. Newton explained that the District currently has an agreement with Central Florida Locating, Inc. to locate underground utilities associated with the Lift Station 9 Force Main. As a result of the Power Center going in along Lake Nona Blvd., there will either be roundabouts or significant intersection improvements along Lake Nona Blvd. The Developer has requested the expansion of Donald W. McIntosh Associates' survey work and Central Florida Locating's work to encompass the entire width of Lake Nona Blvd. This information will be needed for future design regardless of whether there are roundabouts or intersections built. The current agreement with Central Florida Locating is \$33,120.00, and the change order is for \$19,000.00.

On motion by Mr. Ventura, seconded by Mr. Tinetti, with all in favor, the Board of Supervisors for the Boggy Creek Improvement District, approved the First Amendment to the Geophysical Services Agreement with Central Florida Locating, Inc.

**EIGHTH ORDER OF BUSINESS**

**Consideration of OUC Agreement for Medical City Drive Phase 2**

Mr. Kaufmann requested that this item be tabled.

**NINTH ORDER OF BUSINESS**

**Ratification of Operation and Maintenance Expenditures Paid in June 2022 in an amount totaling \$83,537.35**

Ms. Walden noted that these expenditures have been approved and paid and need to be ratified by the Board.

On motion by Mr. Ventura, seconded 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 June 2022 in an amount totaling \$83,537.35.

**TENTH ORDER OF BUSINESS**

**Ratification of Requisition Nos. 2018-244 – 2018-247 Paid in June 2022 in an amount totaling \$16,739.00**

Ms. Walden noted that these requisitions have been approved and paid and need to be ratified by the Board.

On motion by Mr. Ventura, seconded by Mr. Tinetti, with all in favor, the Board of Supervisors for the Boggy Creek Improvement District ratified Requisition Nos. 2018-244 – 2018-247 Paid in June 2022 in an amount totaling \$16,739.00.

**ELEVENTH ORDER OF BUSINESS**

**Recommendation of Work Authorizations/Proposed Services**

Mr. Kaufmann noted that there is a proposal from Donald W. McIntosh Associates in the amount of \$48,770.00 that supports the design of future improvements to Lake Nona Blvd. in front of the Lake Nona West Power Center. Mr. Tinetti asked if the topographic information could be pulled from existing as-builts. Mr. Kaufmann responded that since that work was done around five years ago, it might be dangerous to use it. Mr. Newton added that it is probably closer to ten years.

On motion by Mr. Ventura, seconded by Mr. Czapka, with all in favor, the Board of Supervisors for the Boggy Creek Improvement District approved the Work Authorization for Lake Nona Blvd. West Redesign at the Power Center from Donald W. McIntosh Associates, Inc. in the amount of \$48,770.00.

## **TWELFTH ORDER OF BUSINESS**

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

The Board reviewed the District's Financial Statements through June 30, 2022. Ms. Walden noted that the District has expenses of \$782,500.00 vs. a budget of \$1,672,000.00 which is approximately 47% of the budget.

The Board discussed the date of the upcoming budget public hearing and who would be in attendance for a quorum.

## **THIRTEENTH ORDER OF BUSINESS**

### **Staff Reports**

District Counsel – No report.

District Manager – No report.

District Engineer – Mr. Newton shared that the traffic signal on Veteran's Way has not been put out to bid. The last update he received from the signal designer showed it at 90% submittal, and they are trying to get it to 100% prior to bidding it. The VA is being updated and was sent an exhibit showing where easements are needed from them in order to build and maintain the signal.

Landscape Supervisor – No report.

Irrigation Supervisor – No report.

Construction Supervisor – No report.

## **FOURTEENTH ORDER OF BUSINESS**

### **Supervisor Requests**

Mr. Newton asked if the Board should be updated on the light levels on Lake Nona Blvd. Mr. McDermott noted that the trees were trimmed on Saturday, and he, along with James, is planning on going to measure light levels and take pictures to report back to the Board. He confirmed that the bulbs have been replaced by OUC, and if needed, they may need longer arms, or the lights may need to be tilted. Mr. Kaufmann requested that the Board authorize the Chair to approve Mr. McDermott's recommendations regarding the lights.

On motion by Mr. Ventura, seconded by Mr. Czapka, with all in favor, the Board of Supervisors for the Boggy Creek Improvement District authorized the Chair to work with District staff on the proposed recommendation regarding the lights on Lake Nona Blvd. following site observations.

**FIFTEENTH ORDER OF BUSINESS**

**Adjournment**

Ms. Walden requested a motion to adjourn.

On motion by Mr. Ventura, seconded by Mr. Czapka, with all in favor, the July 19, 2022, Meeting of the Board of Supervisors for the Boggy Creek Improvement District was adjourned.

  
Secretary/Assistant Secretary

  
Chair/Vice Chair