

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

FIRST ORDER OF BUSINESS

The Board of Supervisors' Meeting for the Myrtle Creek Improvement District was called to order on Tuesday, February 19, 2019 at 5:00 p.m. at 6900 Tavistock Lakes Blvd, Suite 200, Orlando, FL 32827. Board Members listed below constituted a quorum.

Jeff Macre	Chair
Bob da Silva	Vice-Chair
Kam Shenai	Assistant Secretary
Kyle Scholl	Assistant Secretary
Donald Tubbs	Assistant Secretary

Also present were:

Lynne Mullins	Fishkind & Associates
Jeff Newton	Donald W. McIntosh Associates
Larry Kaufmann	Construction Supervisor
Tucker Mackie	Hopping Green & Sams
Stephen Flint	Tavistock Development
Gerald Moseley	Tavistock Development
Troy Davidson	Construction Committee

SECOND ORDER OF BUSINESS

Public Comment Period

There were no public comments at this time.

THIRD ORDER OF BUSINESS

**Consideration of the
Minutes of the January 15,
2019 Board of Supervisors'
Meeting**

Board Members reviewed the minutes from the January 15, 2019 Board of Supervisors' Meeting.

On Motion by Mr. da Silva, second by Mr. Scholl, with all in favor, the Board of Supervisors of the Myrtle Creek Improvement District approved the Minutes of the January 15, 2019 Board of Supervisors' Meeting.

FOURTH ORDER OF BUSINESS

**Consideration of
Recommendation from
Construction Committee for
Extension of
Prequalification of
Contractors**

Mr. Kaufmann explained that two years ago the District did an RFQ for contractors and it prequalified a list of approximately 12 contractors. He stated that the two-year window that the contractors have prequalified for is about to close. The District has the ability to extend the list of prequalified contractors for another two years, begin the RFQ process anew, or no longer prequalify contractors. He noted that the other two Boards have chosen to extend the current prequalification for another two years. The Construction Committee recommends this Board do the same. There is not a lot of new construction going on but the Construction Committee would like to keep the list up to date.

Mr. da Silva asked if there are any new potential contractors that have come into the market in the last two years that the Construction Committee is considering adding to the list or do they just want to renew the list that the District has. Mr. Kaufmann stated that he wants to renew the current list of contractors. Mr. Newton stated that to add anyone the District would be required to go through the RFQ process again.

Ms. Mullins requested a motion to accept the Construction Committee's recommendation to extend the list of prequalified contractors.

On Motion by Mr. da Silva, second by Mr. Shenai, with all in favor, the Board of Supervisors for the Myrtle Creek Improvement District accepted the recommendation from the Construction Committee for Extension of Prequalification of Contractors.

FIFTH ORDER OF BUSINESS

**Ratification of Requisition
No. 519 – 523 Approved in
January 2019 in an amount
totaling \$1,231.99**

Board Members reviewed the Requisition No. 519 – 523 Approved in January 2019 in an amount totaling \$1,231.99.

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

On Motion by Mr. D. Tubbs, second by Mr. Scholl, with all in favor, the Board of Supervisors of the Myrtle Creek Improvement District ratified the Requisition No. 519 – 523 Approved in January 2019 in an amount totaling \$1,231.99.

SIXTH ORDER OF BUSINESS

**Ratification of Operation
and Maintenance
Expenditures Paid in
January 2019 in an amount
totaling \$44,951.54**

Board Members reviewed the Operation and Maintenance Expenditures paid in January 2019 in an amount totaling \$44,951.54.

Ms. Mullins noted that these have already been approved and paid but just needs to be ratified by the Board.

On Motion by Mr. da Silva, second by Mr. Scholl, with all in favor, the Board of Supervisors of the Myrtle Creek Improvement District ratified the Operation and Maintenance Expenditures paid in January 2019 in an amount totaling \$44,951.54.

SEVENTH ORDER OF BUSINESS

**Recommended Work
Authorization/Proposed
Services**

Mr. Kaufmann presented a work authorization for Performance Drive Phase 3, which is currently a Developer funded project. The proposal is for the addition of the second two lanes on that roadway. This is a proposal from Community Solutions Group in the amount of \$5,200.00 to modify the plans to accommodate four lanes.

On Motion by Mr. Scholl, second by Mr. da Silva, with all in favor, the Board of Supervisors of the Myrtle Creek Improvement District approved the recommended Work Authorization Performance Drive Phase 3 from Community Solutions Group in the amount of \$5,200.00.

EIGHTH 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 December. There was no action required.

Mr. Shenai asked about the on-roll assessments. Ms. Mackie explained that the assessments are on roll and some individuals might take advantage of early discounts, so he will probably see front end loaded payment of assessments. The assessments might trickle in as they are paid.

Mr. Scholl stated that now that the work on Lake Nona Boulevard is happening the Board is getting questions from residents. He wants to make sure what he conveys to residents is accurate. The District is putting in a storm drain or water pipe. Mr. Kaufmann responded that it is not a District project. Orange County Utilities is connecting some piping on one side of Lake Nona as they expand to the other side of Lake Nona. It is not the District and it is the OUC service area. Mr. Scholl asked about the estimated time of completion. Mr. Kaufmann responded that the MOT schedule was 18 months. He stated that OUC permitted all of that with the City.

NINTH ORDER OF BUSINESS

Staff Reports

District Counsel – No Report

District Manager – Ms. Mullins noted that the next meeting is March 19, 2019. She noted that Ms. Lane combined all the District's reserve accounts and

the District will see that on next month's budget. Mr. Scholl clarified that 5:00 p.m. is the new start time.

District Engineer –

Mr. Newton stated that he has the contract executed by Jr. Davis Construction and Change Order No. 1, both of which were approved last month and they are here for the Chairman's signature.

Construction Supervisor –

Mr. Kaufmann indicated that the Construction Committee is going through some studies right now on Performance Drive and Lake Nona Boulevard to determine the best road configuration and whether they need a stop light. He noted that there is a meeting with Tavistock later this week. At the next Board meeting the Construction Committee can give the Board a better sense of timing and what is intended for that area.

Mr. da Silva stated that people have complained to him about the trail at Wellspring Drive where Jr. Davis is hauling the dirt across the road back and forth. The residents are complaining that he is not restoring the trail as he goes and it is hazardous when they ride to the Tennis Center.

Mr. Kaufmann will reach out to Jr. Davis.

Irrigation Specialist -

Mr. Flint stated that he is trying to keep an eye on tree branches because now that it is down to two lanes the tall trucks are hitting tree branches. Mr. Moseley stated at this time they can only do specific areas as the irrigation line going down through the center of Lake Nona Boulevard could be shut down. He will go out with Mr. Thacker and physically look at each spot and determine which landscape enhancements they can do at this time. The goal is to get the plants healthy, maintain the plants that the District currently has, and make sure standards are set on everything from here forward. Mr. Flint stated that Mr. Moseley has made plants that have traditionally done terrible in Lake Nona soil look like Disney World.

Mr. Kaufmann stated that the County should be held accountable for damage to the roadway.

TENTH ORDER OF BUSINESS

**Supervisor Requests,
Audience Comments
& Adjournment**

Mr. Scholl stated that it is a large undertaking and there are many trucks on the roadway right now. There were no other Supervisor requests and no audience comments.

Ms. Mullins requested a motion to adjourn.

On Motion by Mr. Scholl, second by Mr. Shenai, with all in favor, the February 19, 2019 Meeting of the Board of Supervisors of the Myrtle Creek Improvement District was adjourned.


Secretary/Assistant Secretary


Chair/Vice Chair