

**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 Thursday, November 29, 2018 at 5:00 p.m. at 6900 Tavistock Lakes Blvd, Suite 200, Orlando, FL 32827. Board Members listed below constituted a quorum.

Bob Da Silva	Vice-Chair	(via phone)
Donald Tubbs	Assistant Secretary	
Kam Shenai	Assistant Secretary	
Kyle Scholl	Assistant Secretary	

Also present were:

Jennifer Walden	Fishkind & Associates
Lynne Mullins	Fishkind & Associates
Jeff Newton	Donald W. McIntosh Associates
Larry Kaufmann	Construction Supervisor
Paul Stephens	Irrigation Specialist
Scott Thacker	Tavistock Development
Tucker Mackie	Hopping Green & Sams

SECOND ORDER OF BUSINESS

Public Comment Period

There were no public comments at this time.

THIRD ORDER OF BUSINESS

**Swearing in Newly Elected
Board Members**

Ms. Walden noted that Mr. Scholl was administered the oath of office prior to the start of the meeting. Ms. Da Silva will be sworn in at a later date.

FOURTH ORDER OF BUSINESS

**Consideration of the
Minutes of the October 16,**

2018 Board of Supervisors’ Meeting

Board Members reviewed the minutes from the October 16, 2018 Board of Supervisors’ Meeting.

On Motion by Mr. Shenai, second by Mr. Scholl, with all in favor, the Board of Supervisors for the Myrtle Creek Improvement District approved the Minutes of the October 16, 2018 Board of Supervisors’ Meeting.

FIFTH ORDER OF BUSINESS

Consideration of Resolution 2019-01, Declaring Board Vacancy

Ms. Walden explained that the District had three seats that were up for election by the qualified electors of the District during the General Election on November 6, 2018, and at the close of that qualifying period only two qualified electors qualified to run for the three seats, Mr. Scholl and Mr. Da Silva, and left Seat 3 vacant. This resolution declares a vacancy for Seat 3, which was held by Mr. Tubbs, and she noted that he can retain and carry that seat on until the District works on finding a qualified elector. The Board can appoint Mr. Tubbs to carry on that term.

On Motion by Mr. Scholl, second by Mr. Shenai, with all in favor, the Board of Supervisors for the Myrtle Creek Improvement District appointed Mr. Tubbs to Seat 3.

On Motion by Mr. Scholl, second by Mr. Shenai, with all in favor, the Board of Supervisors for the Myrtle Creek Improvement District approved Resolution 2019-01, Declaring a Vacancy.

Ms. Mullins administered the oath of office to Mr. Tubbs.

SIXTH ORDER OF BUSINESS

Consideration of Interlocal Agreement with The School Board of Orange County & Consideration of Resolution

**2019-02, Future
Assessments on School Site**

Ms. Mackie explained that Lake Nona Land Company is looking to close on a land transaction in the middle of December to the Orange County School Board for the purpose of construction of an elementary school. The OCSB requested that the District enter into an interlocal agreement and resolution regarding the status of the assessments on the property. School Board property is not subject to assessment.

Ms. Mackie noted that this property was subject to a prior release of the Debt Service Assessments because it was paid in full by Lake Nona at the time of the re-funding. This interlocal agreement and resolution would concern ongoing O&M Assessments. She directed the Board’s attention to the map depicting the future school site.

On Motion by Mr. Scholl, second by Mr. Tubbs, with all in favor, the Board of Supervisors for the Myrtle Creek Improvement District approved the Interlocal Agreement with The School Board of Orange County.

SEVENTH ORDER OF BUSINESS

**Consideration of Property
Insurance Proposal for
Hardscape Items**

Ms. Walden noted that at the last meeting the District was trying to keep this item moving forward and Egis was not able to provide a proposal but provided an amount which was \$1,488.00 for the premium to add on hardscape items to the District’s insurance. Egis does not have different options if the deductible were to change. The deductible is \$2,500 unless there is a named storm that caused the damage and then it would be a \$10,000.00 minimum. The proposal is a little over \$8,000.00 to add that in to the other coverage that the District already has and the District budgeted for a little over \$10,000.00 and will be under budget if the board approved adding the property insurance.

The Board discussed the Property Insurance for hardscape items. The Board rejected the proposal for Property Insurance for hardscape items.

EIGHTH ORDER OF BUSINESS

**Consideration of FY 2018
Audit Engagement Letter**

Ms. Walden explained that the Board previously selected Grau to be the District Auditor and behind Tab 7 of the agenda package is the Engagement Letter for the services they will render for Fiscal Year 2018 Audit. The fee for the services is \$3,900.00. District Counsel has reviewed and approved this agreement.

On Motion by Mr. Scholl, second by Mr. Tubbs, with all in favor, the Board of Supervisors for the Myrtle Creek Improvement District approved the FY 2018 Audit Engagement Letter.

NINTH ORDER OF BUSINESS

**Ratification of Requisition
No. 518 Approved in
October 2018 in an amount
totaling \$74.15**

Board Members reviewed Requisition No. 518 approved in October 2018 in an amount totaling \$74.16. Ms. Walden stated that these have been approved and paid and need to be ratified by the Board.

On Motion by Mr. Scholl, second by Mr. Tubbs, with all in favor, the Board of Supervisors for the Myrtle Creek Improvement District ratified Requisition No. 518 approved in October 2018 in an amount totaling \$74.16.

TENTH ORDER OF BUSINESS

**Ratification of Operation
and Maintenance
Expenditures Paid in
October 2018 in an amount
totaling \$49,237.65**

Board Members reviewed the Operation and Maintenance Expenditures paid in October 2018 in an amount totaling \$49,237.65. Ms. Walden noted that these have already been approved and paid and just need ratified by the Board.

On Motion by Mr. Scholl, second by Mr. Tubbs, with all in favor, the Board of Supervisors for the Myrtle Creek Improvement District ratified the Operation and Maintenance Expenditures paid in October 2018 in an amount totaling \$49,237.65.

ELEVENTH ORDER OF BUSINESS

**Recommended Work
Authorization/Proposed
Services**

Mr. Kaufmann presented a proposal from Donald W. McIntosh in the amount of \$59,500.00 for preparation and processing of plan revisions to change from a two-lane roadway to a four-lane section for Performance Drive Phase 3 Project.

On Motion by Mr. Scholl, second by Mr. D. Tubbs, with all in favor, the Board of Supervisors for the Myrtle Creek Improvement District approved the Work Authorization from Donald W. McIntosh in the amount of \$59,500.00 for preparation and processing of plan revisions to change from a two-lane roadway to a four-lane section for Performance Drive Phase 3 Project.

TWELFTH 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 October. There was no action required.

THIRTEENTH ORDER OF BUSINESS

Staff Reports

District Counsel – No Report

District Manager – Ms. Walden stated that the District will need to hold the meeting on December 18, 2018, which is a week prior to Christmas.

District Engineer – No Report

Construction Supervisor – Mr. Kaufmann stated that the water and reclaimed lines in Lake Nona Boulevard were supposed to start soon but he could not confirm.

Mr. Newton stated that at the December meeting he will be bringing a recommendation for a contractor to build Performance Drive Phase 3 and bids are due on December 5, 2018.

Irrigation Specialist -

Mr. Thacker introduced Mr. Stephens, the Water Management Specialist who put together the “2018 Water Management Report” (Minutes Exhibit A).

Mr. Thacker directed the Board’s attention to the map on the back page that shows the location of each of the irrigation controllers within the District.

There are eight controllers that run along Lake Nona Boulevard and Gateway Loop in front of the apartments. Three of the eight have recently been upgraded to newer systems and four are originals, that are about 12 years old. Controller #24 is about five years old.

There are approximately 223 zones and 75 heads per zone.

RainMaster systems received new rain sensors about three years ago and the RainBird systems have new rain sensors that are more reliable.

Over the last year, the District consumed over 37.7 million gallons of reclaimed water at a cost of \$22,108.92. As the District works to upgrade the system over time to the RainBird system the consumption of the water should decrease roughly by 15%. During growing season it runs twice a week and once a week during winter. The run time varies for turf, shrubs, flowers.

Mr. Stephens has been helpful in making sure the monthly inspections are taking place and he is reviewing these reports. Routine repairs cost the District \$18,101.60 which included replacing 313 heads. Mainline repairs cost the District \$22,966.92, Controller repairs \$3,600.36 and Controller upgrades cost the District \$11,097.20.

The top challenges are water hammer causing breaks at fittings, often caused by valves being opened or closed for construction activities. The controllers are old and have design flaws resulting in frequent issues caused by frogs and other critters. It is an older system with low quality fittings.

Recommended improvements would be to replace the remaining five original controllers, ensure mainline repairs are performed using mechanical fittings and to install air vents at the end of each mainline run.

Mr. Scholl asked Mr. Stephens if the Board should expedite their urgency to fix the controllers. Mr. Stephens stated that the RainBird system is much more efficient than the RainMaster system and has better communications. It would be easier to oversee and maintain and will streamline the process of troubleshooting.

FOURTEENTH ORDER OF BUSINESS

**Supervisor Requests,
Audience Comments
& Adjournment**

There were no other Supervisor requests or audience comments. Ms. Walden requested a motion to adjourn.

On Motion by Mr. Scholl, second by Mr. Tubbs, with all in favor, the November 29, 2018 Meeting of the Board of Supervisors for the Myrtle Creek Improvement District was adjourned.


Secretary/Assistant Secretary


Chair/Vice Chair

Myrtle Creek Improvement District

2018 Water Management Report

Paul Stephens, Water Management Specialist

11/20/18

Controllers

- #1 - RainBird - new
- #2 - RainBird - new
- #3 - RainBird - new
- #4 - RainMaster - approx. 12 years old
- #5 - RainMaster - approx. 12 years old
- #6 - RainMaster - approx. 12 years old
- #7 - RainMaster - approx. 12 years old
- #24 - RainMaster - approx. 5 years old

Zones & Heads

- Approx. 223 zones
- Approx. 75 heads per zone

Rain Sensors

- RainMaster systems received new rain sensors about 3 years ago
- RainBird systems have new rain sensors that are more reliable

Water Consumption

- 37.7 million gallons of reclaimed water
- \$22,108.92
- Runs twice/week during growing season, once/week during winter
- Run time varies for turf, shrubs, flowers

Operations & Maintenance

- Monthly inspection of each system to identify leaks and possible over/under watering issues
- Routine repairs - \$18,101.60
 - 313 heads replaced, which is approx. 1.9% of heads
- Mainline repairs - \$22,966.92
- Controller repairs - \$3,600.36
- Controller upgrades - \$11,097.20

Top Challenges

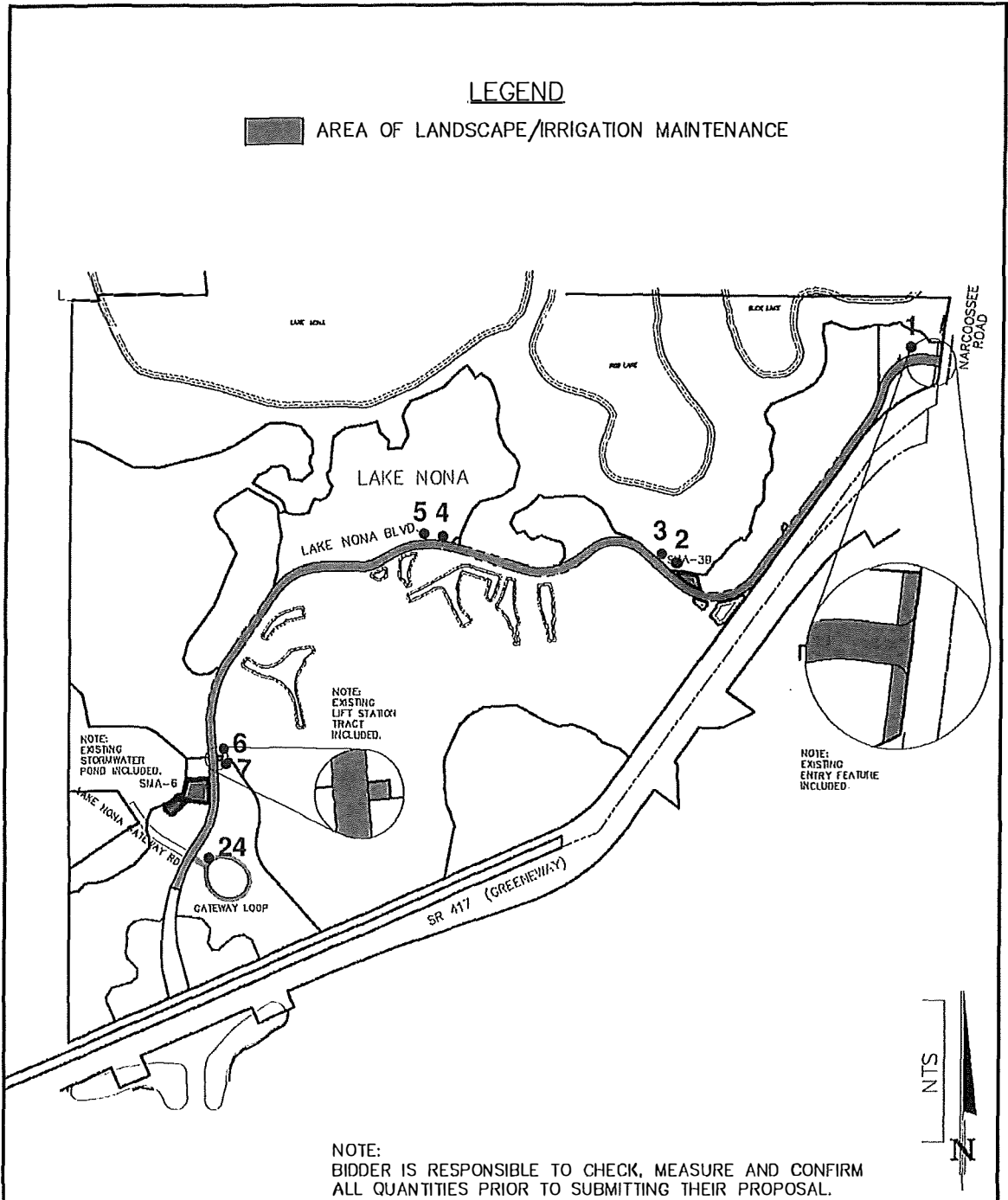
- Water hammer causing breaks at fittings, often caused by valves being opened and closed for construction activities
- Controllers are old and have a design flaw resulting in frequent issues caused by frogs and other critters
- Older system with low quality fittings

Recommended Improvements

- Replace remaining 5 original controllers, improving reliability and resulting in estimated 15% water savings [\$28,000]
- Ensure mainline repairs are performed using mechanical fittings, preventing future breaks in the same location [approx. \$750 extra for each mainline repair]
- Install air vents at the end of each mainline run, reducing water hammer [\$40,000]


LEGEND

 AREA OF LANDSCAPE/IRRIGATION MAINTENANCE



NOTE:
 BIDDER IS RESPONSIBLE TO CHECK, MEASURE AND CONFIRM
 ALL QUANTITIES PRIOR TO SUBMITTING THEIR PROPOSAL.

MAP REVISED 2/22/16

 DONALD W. McINTOSH ASSOCIATES, INC. ENGINEERS PLANNERS SURVEYORS 2200 PARK AVENUE NORTH, WINTER PARK, FLORIDA 32789 (407) 644-4088					MYRTLE CREEK IMPROVEMENT DISTRICT LANDSCAPE & IRRIGATION MAINTENANCE SERVICES WORK AREA MAP				
DRAWN BY: <u>CWG</u> DATE: <u>2/19/18</u>	DESIGNED BY: <u>JMF</u> DATE: <u>2/19/18</u>	APPROVED BY: <u>JMF</u> DATE: <u>2/19/18</u>	SCALE: AS SHOWN	JOB NUMBER: 23217.0003					