

## **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 20, 2018 at 4:30 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
Donald Tubbs	Assistant Secretary
Kyle Scholl	Assistant Secretary (joined at 4:33 p.m.)

Also present were:

Jennifer Walden	Fishkind & Associates
Jill Burns	Fishkind & Associates
Tucker Mackie	Hopping Green & Sams
Larry Kaufmann	Construction Supervisor
Jeff Newton	Donald W. McIntosh Associates
Stephen Flint	Landscape Supervisor
Scott Thacker	Tavistock Development

### **SECOND ORDER OF BUSINESS**

### **Public Comment Period**

Ms. Walden noted that there were no public comments at this time.

### **THIRD ORDER OF BUSINESS**

### **Consideration of the Minutes of the January 16, 2018 Board of Supervisors' Meeting**

Board Members reviewed the minutes from the January 16, 2018 Board of Supervisors' Meeting.

On Motion by Mr. Da Silva, second by Mr. Tubbs, with all in favor, the Board of Supervisors for the Myrtle Creek Improvement District approved the Minutes of the January 16, 2018 Board of Supervisors' Meeting, as presented.

#### **FOURTH ORDER OF BUSINESS**

#### **Consideration of Maintenance Agreement for Wellspring Drive**

Ms. Mackie requested that the Board table items two and three. She noted that for Wellspring Drive, this District acquired Phase 1 of that right-of-way some time ago and wants to get the landscape maintenance into the control of the District since it does own those improvements and she noted that the thought was that in addition to the proposal received from the current vendor the District want to get one more proposal from the District's current vendor. She stated that the amount does not require an RFP but the District would like an additional quote.

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

#### **Consideration of Landscape Maintenance Funding Agreement with Tavistock**

Ms. Mackie stated that this is the funding agreement with Tavistock and explained that District staff has not identified the assessment area for these improvements yet but it will be less than the whole District and it will not include the residential portion. She noted that until such time as the District does identify the assessment area and budget for those maintenance items, the Developer will fund them until the District does so there is no risk to current landowners who would otherwise not be responsible for paying those and to pull funds from the budget that has not been reserved for the payment of the same. The Board will consider these two items together at the next meeting. Ms. Walden noted for the record that Mr. Scholl joined the meeting in progress at 4:33 p.m.

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

#### **Ratification of Requisition No. 478 – 481 Approved in January 2018 in the amount totaling \$1,390.07**

Board Members reviewed Requisition No. 478 – 481 approved in January 2018 in the amount totaling \$1,390.07.

On Motion by Mr. Tubbs, second by Mr. Da Silva, with all in favor, the Board of Supervisors for the Myrtle Creek Improvement District ratified Requisition No. 478 – 481 approved in January 2018 in the amount totaling \$1,390.07.

## **SEVENTH ORDER OF BUSINESS**

**Ratification of Operation  
and Maintenance  
Expenditures Paid in  
January 2018 in an amount  
totaling \$43,834.91**

Board Members reviewed the Operation and Maintenance Expenditures paid in January 2018 in an amount totaling \$43,834.91. Mr. Macre asked if the work from Enviro Tree Service was completed. Mr. Flint replied it is and noted that the only upcoming expense will be to remove the staging area for all the debris. There are a lot of requirements for FEMA so the District must make sure they do it right or FEMA will not help the District at all.

On Motion by Mr. Scholl, second by Mr. D. Tubbs, with all in favor, the Board of Supervisors for the Myrtle Creek Improvement District ratified the Operation and Maintenance Expenditures paid in January 2018 in an amount totaling \$43,834.91.

## **EIGHTH ORDER OF BUSINESS**

**Recommended Work  
Authorization/Proposed  
Services**

Mr. Kaufmann stated that there are two Work Authorizations for this District and they both are for Performance Drive Phase 3. He explained that the first one is for The Appraisal Group of Central Florida, Inc which did the original appraisal for the acquisition of the right-of-way of Wellspring and this is a continuation of that roadway. The proposal is for \$2,000.00 to update the appraisal which was discussed with Bond Counsel. Ms. Mackie noted that in connection with the acquisition of right-of-way the District typically gets an appraisal to ensure that the District is

paying no more than the appraised value of the property. Ms. Mackie stated that this is less than a full appraisal as this is an update to compare comps to make sure that the appraised value has not gone down.

On Motion by Mr. Macre, second by Mr. Scholl, with all in favor, the Board of Supervisors for the Myrtle Creek Improvement District approved the Work Authorization for The Appraisal Group of Central Florida, Inc. in the amount of \$2,000.00 for an appraisal update for Performance Drive Extension – Phase 3.

Mr. Kaufmann explained that the second Work Authorization is from Kittelson & Associates for the conceptual traffic signal design at Lake Nona Blvd. and Performance Drive in the amount of \$9,000.00.

On Motion by Mr. Da Silva, second by Mr. D. Tubbs, with all in favor, the Board of Supervisors for the Myrtle Creek Improvement District approved the Work Authorization from Kittelson & Associates for the conceptual traffic signal design at Lake Nona Blvd. and Performance Drive in the amount of \$9,000.00.

## **NINTH 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 today's date. Ms. Walden stated that the District's expenses are currently \$177,000.00 vs. a budget of \$261,000.00. The District is currently under budget through January by \$83,000.00. There was no action required.

## **TENTH ORDER OF BUSINESS**

## **Staff Reports**

**District Counsel –** No Report

**District Manager –** Ms. Burns introduced herself to the Board.

**District Engineer –** No Report

**Construction Supervisor –** Mr. Kaufmann stated that at the other two Districts there was a lot of discussion about landscape maintenance and he thinks that this Board should also consider that item. He noted that there is a lot of concern about the plant materials that were installed in the other two Districts. Mr. Da Silva stated that Mr. Flint had discussed this at the last meeting and he was going to come back and show the Board the changes he wanted to make. He added that the Board was in favor but they did not know where Mr. Flint was going to implement changes and how much it was going to cost. Mr. Kaufmann stated that the District will need to evaluate the budget to accommodate the decision of the Board. He noted that the other two Boards are following suit with what was discussed with this Board last time. Mr. Macre asked if the dead sod is due to bugs and things that can be prevented or is it that the District is not being on top of it. Mr. Flint noted that a large portion of the patches of sod that have died off are from numerous points of connections being turned off by the City. He added that the pine trees did not die from draught, they died because they got dry and wood borers moved in so ultimately it is because the City shut the water down for so long. A discussion took place about the solutions that Mr. Flint did in other Districts.

## ELEVENTH ORDER OF BUSINESS

### **Supervisor Requests, Audience Comments & Adjournment**

Ms. Walden commented that she distributed photos of existing issues and potential solutions (Minutes Exhibit A). She noted that these were requested by Mr. Shenai and he had asked that this would be brought up. Mr. Shenai took a field trip with Mr. Flint and these issues were things that he noticed. Mr. Flint stated that the next step for him is to identify each area. He recommended taking some blueprints and marking up each with a price by each section and then the Board approving the work or not. Mr. Flint suggested taking a little money up front to do some high-profile areas like the center median at the main entrance and then figure out how to do the rest of the roadway. Mr. Macre said that he thinks that is a good idea and noted that there is still construction happening and still individuals going in and out of the KPMG site. Mr. Flint said that he is fighting them back because they are breaking mainlines and they want the District to pay for it and he is telling them no. Mr. Flint stated that he is looking for another porter because the District's current porter has allergy issues and cannot work outside. Mr. Tubbs asked

where the porter patrols. Mr. Flint answered that he is doing Lake Nona Boulevard, Tavistock Lakes Boulevard, Laureate Boulevard and he goes in the neighborhood a little bit. Ms. Walden stated that she has looked at the budget. There is \$34,000.00 available in the contingency line item which has not been touched so far this year and there is also \$35,000.00 in the flower and plant replacement line item. So, the District does have some funds it can pull money from. Additionally, if the Board decides not to do anything with trail benches and crosswalk improvements there is \$140,000.00 that can be earmarked for something as well. Mr. Scholl asked Mr. Flint to bring the Board some quotes on the cost so the District can vote on spending the money. A discussion took place about hiring a landscape architect to redesign the entrance and the Board did not think that the residents would look kindly on the Board for spending money in that way at this point. Mr. Flint stated that if the Board wanted to do the area up front, he has some quotes ranging from \$3,500.00-\$5,000.00 which would provide for a border of sod around and a long bed of annuals and other bright flowers. He asked if the Board wanted to see that first before going ahead with it. Mr. Da Silva asked Mr. Flint to come back at the next Board Meeting with a more specific plan of what he proposes. The Board discussed that BrightView is capable of doing this work without a landscape architect. Mr. Kaufmann suggested a not-to-exceed budget of \$5,000.00 with a preliminary plan that would be reviewed by a Board Member prior to execution. Mr. Da Silva stated that the entire Board would want to review it. Mr. Flint asked if he could get a concept and send to the Board or if it is something that would need to be discussed in the next Board Meeting. Ms. Mackie answered that it cannot be decided outside of a Board meeting but they could do what Mr. Kaufmann suggested and delegate authority to one Supervisor but if it is going to be a requirement that it come back for full Board decision it has to happen at a meeting.

Mr. Scholl stated that along Narcoossee Road on Lake Nona developed property there is white alabaster stone marking the Golf and Country Club, Northlake Park, and Nona Village. He asked if it would make sense to go to the Developer and ask if they want to continue the white alabaster stone theme and put a small Lake Nona monument at Narcoossee Road and Lake Nona Boulevard intersection. Mr. Da Silva said that there are gateway columns that are set back and there might be traffic sight line issues with anything vertical that would be placed in that spot. The Board Members decided to wait to hear back from Mr. Flint about some of his ideas and prepare a budget from there. Mr. Flint stated that he has a proposed design for the Board to consider and noted that it is not elaborate because there are some talks about doing away with this completely and putting a turning lane in. Mr. Macre stated that putting the sod in will lower the quality and noted that other places are mulching. Mr. Flint stated that he could reduce the width of the sod boarder and put more annuals which will increase the cost. The Board asked Mr. Flint to come up with a couple more sketches and a couple of quotes from BrightView. A Board Member asked if the Board approves something the next meeting how long it will take to put in. Mr. Flint answered that it would take a week. Ms. Mackie said that Mr. Shenai's thought was to have a designated agenda item monthly for landscape discussion.

Ms. Walden stated that the other item that Mr. Shenai wanted to discuss was the flood lights for the four monuments. She noted that she heard from Mr. Reed today that the brackets that the District was waiting on have been delivered and this item should be resolved on Friday. Mr. Macre stated that there was an accident in the area of the new construction by the Drive Shack area. Mr. Da Silva replied that this item can be discussed after the meeting as it does not pertain to the District. There was no other business to discuss.

On Motion by Mr. Scholl, second by Mr. D. Tubbs, with all in favor, the February 20, 2018 Meeting of the Board of Supervisors for the Myrtle Creek Improvement District was adjourned.



Jennifer L. Walden

Secretary/Assistant Secretary



Jennifer L. Walden

Chair/Vice Chair

## Existing Issues in Myrtle Creek Improvement District and potential solutions

### 1. Problem - Dead patches of sod



**Solution - Replace patches of dead sod where necessary.**

## 2. Problem - Dead shrubs/Shrubs at the end of their lives



**Solution - Replace *portions* of the beds. Fill in with sod where possible.**

## 3. Problem - Shrubs lost from frost damage



**Solution - Determine whether we want to go back with same species or not. It may be more prudent to choose shrubs which are cold hardy. (Viburnum, Oleander, etc)**

#### 4. Problem – Pine Trees which killed by wood borers



**Solution - Replace with different species less prone to wood borers (Bald Cypress?)**

**5. Problem - Beds which are too large to maintain at a high quality level**



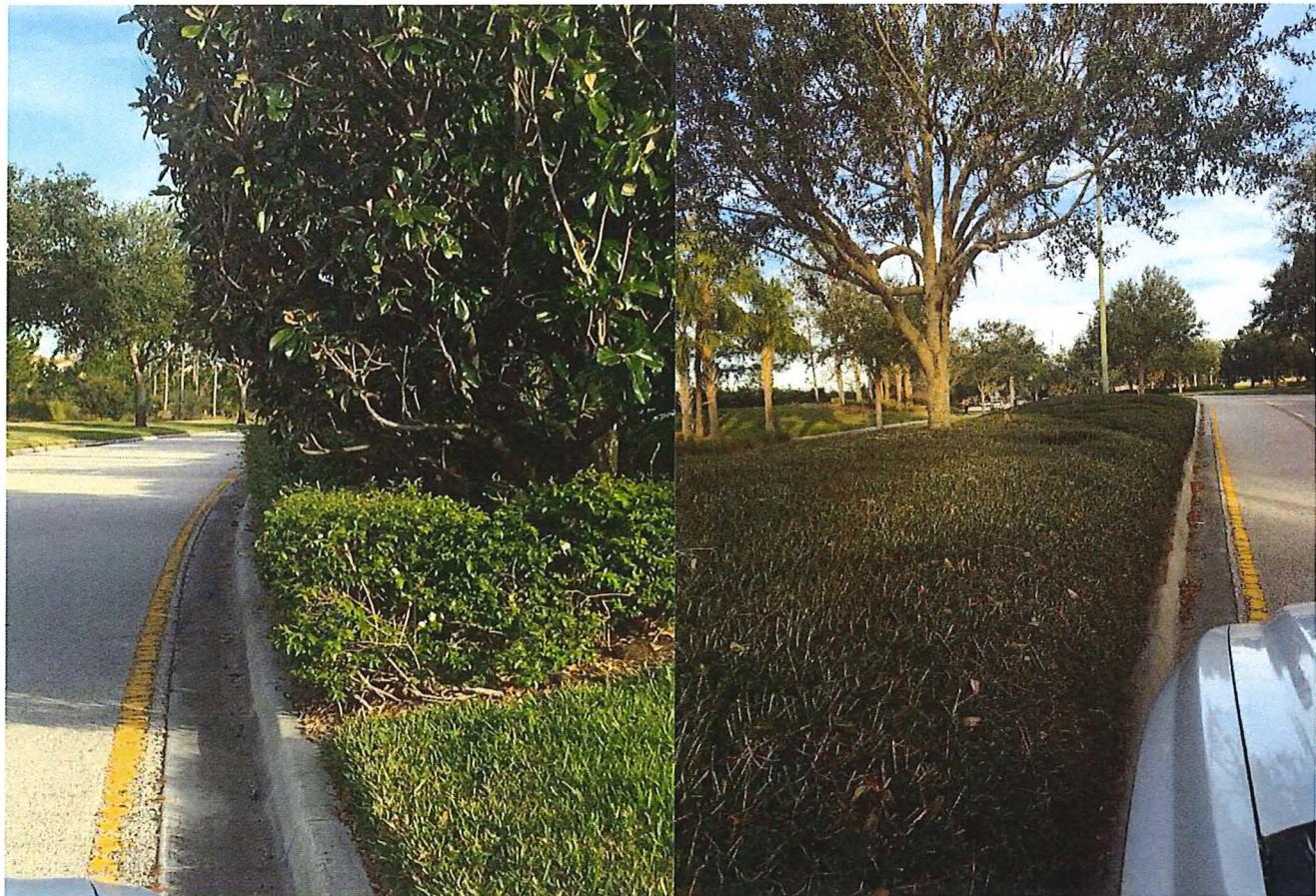
**Solution - Reduce size of beds. This will make it more cost effective to replace in the future as plants reach the end of their lifespan and die.**

## 6. Problem - Plants which do not flourish well in our soils



**Solution - Choose plants which have been proven to handle the soil conditions in Lake Nona elsewhere.**

## 7. Shrubs planted too close to the road



**Solution - Remove rows of bushes closest to the road. Fill in with sod to create a buffer zone.**

## **8 Main entrance at Narcoossee in need of a design overhaul**



**Solution - Hire Landscape Architect to redesign entrance to give the district the “Wow” factor it desperately needs.**