

**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, April 17, 2018 at 4:30 p.m. at 6900 Tavistock Lakes Blvd., Suite 200, Orlando, FL 32827. Board Members listed below constituted a quorum.

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

Also present were:

Jennifer Walden	Fishkind & Associates
Tucker Mackie	Hopping Green & Sams
Jeff Newton	Donald W. McIntosh Associates
Larry Kaufmann	Construction Supervisor
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 March 20,
2018 Board of Supervisors'
Meeting**

Board Members reviewed the minutes from the March 20, 2018 Board of Supervisors' Meeting. Mr. Shenai asked for an update this meeting about the plan for the landscaping and cost reduction.

On Motion by Mr. Da Silva, second by Mr. Scholl, with all in favor, the Board of Supervisors for the Myrtle Creek Improvement District approved the Minutes of the March 20, 2018 Board of Supervisors' Meeting, as presented.

FOURTH ORDER OF BUSINESS

**Consideration of
Acceptance of Restricted
Appraisal Report by the
Appraisal Group of Central
Florida**

Mr. Kaufmann explained that this is the appraisal for the right-of-way for Wellspring and Performance Drive which is being funded by the Developer until the District sells bonds for that portion of the road. He stated that the appraisal is an update requested by Bond Counsel. Ms. Mackie stated that when the District previously acquired a portion of Wellspring, the District had received a full appraisal from the Appraisal Group of Central Florida. District staff anticipates that the District will be acquiring the next segment of that right-of-way in the near future. In talking about the proposed bond financing, Bond Counsel wants to make sure that the District received something from the appraiser confirming the value had not gone down. Ms. Mackie noted that by doing a restricted appraisal the District was able to save in the cost of the appraisal. She stated that according to this appraisal the sales research and market analysis demonstrates that the property value has not diminished or lessened since the original report date of May 9, 2016. Ms. Mackie stated that when the District looks to acquire the next segment, the District will continue to use the value from the 2016 appraisal. She requested a motion to accept the Restricted Appraisal Report. Ms. Mackie asked Mr. Kaufmann when the acquisition will take place and he responded that it should be in the next couple of months. Mr. Shenai asked what the next segment is. Mr. Kaufmann said that it is Performance Drive beyond the USTA entrance.

On Motion by Mr. Scholl, second by Mr. Macre, with all in favor, the Board of Supervisors for the Myrtle Creek Improvement District accepted the Restricted Appraisal Report by The Appraisal Group of Central Florida.

FIFTH ORDER OF BUSINESS

**Discussion of Landscape
Maintenance Items**

Mr. Flint explained that the gold plan presented at the last meeting was originally \$43,166.00 and it was reduced to \$33,168.00. He noted that there was some discussion about some of the infrastructure underneath where the District wanted to lay some plants and palms. He noted that some of the infrastructure was located and decided to put the landscape to the side of it and not close to it which eliminated the need for two palms. Mr. Flint mentioned that he told BrightView that since the District was going to be paying them a lot of money they needed to help out the District because the District can get the materials cheaper elsewhere. Mr. Flint said that BrightView accommodated for that and also did it on the roadway. He stated that BrightView finished the median. Mr. Shenai asked if the irrigation works. Mr. Flint responded that it does. Mr. Thacker stated that the irrigation heads were adjusted a little bit as well. Mr. Flint explained some of the landscape improvements that were done and he asked Mr. Thacker if there was a completion date yet. Mr. Thacker responded that the demo will be finished this week and next week the material should be installed. Mr. Shenai asked about the plants under the trees. Mr. Flint said that they are new and called dwarf oleanders. Mr. Flint explained that some of the landscaping had been torn up by hogs and Allen Smith caught and relocated them free of charge.

Mr. Flint explained that Mr. Thacker went through and divided up each area that was priced out separately and determined which ones would be a higher priority and which would be better for year two. Mr. Thacker distributed the Cost Summary from BrightView (Minutes Exhibit A). Mr. Shenai asked if this includes the monuments on the 417 side. Mr. Thacker responded that it does not but he noted that they did get a price to do that to and it comes to \$1,927.00. Mr. Thacker noted that the District got a \$10,000.00 discount off the entrance pricing so they can probably include the monuments if the Board approves. Mr. Shenai noted that on Lake Nona Boulevard there is a stretch towards the USTA after the monument where it is all sand and no green. Mr. Flint said that he does not think that is part of the Drive Shack project. Mr. Kaufmann suggested that Mr. Flint check with Jason Good who is the Manager for that road going in and for the Drive Shack. Mr. Flint said that they talked to him today about getting the electric hooked back up to the monument and irrigation. Mr. Shenai asked what the District is going to do there. Mr. Flint responded that they put some bougainvillea in the backside for color and noted that it is draught resistant. He explained that the jasmine could stay but suggested putting shrubs around the lights and some annuals in the front.

Mr. Flint explained that on the roadway he negotiated with BrightView and got them to bring that down by \$51,794.00. He noted that overall it is about a 25% discount. Mr. Thacker stated that by breaking it into two groups BrightView was able to provide a significant discount.

Mr. Shenai asked about the lack of plants at the median to the USTA. Mr. Thacker responded that it has to do with sight lines. Mr. Flint added that anything above a certain height is not allowed. Mr. Shenai suggested adding flowers. Mr. Flint said that it may be able to be worked in with the plan. Mr. Shenai mentioned that Wellspring Boulevard is Developer maintained and the

area looks ok. Ms. Mackie stated that the portion that the District has acquired will be maintained by the District and stated that the District received two proposals for the District to take over the maintenance of that segment. Mr. Shenai asked about the fence over the overpass. Ms. Mackie stated that the discussion was that it was rusty. Mr. Shenai said that at the last meeting it was discussed that the City is responsible for it and the Board agreed to ask the City if they were going to do it. Mr. Kaufmann responded that he might have said he would ask the City and he did not do it yet but he will and mentioned that he is doubtful that they will do anything about it. He said that working over the traffic requires special permitting and construction equipment. The Board discussed the amounts for the landscape maintenance items. The cost would be \$1,927.00 plus the Group 1 amount of \$71,983.00 for a total of \$73,910.00.

On Motion by Mr. Da Silva, second by Mr. Scholl, with all in favor, the Board of Supervisors for the Myrtle Creek Improvement District authorized District staff to proceed with the \$71,983.00 of Group 1 pricing, as set forth in the Cost Summary attached as Exhibit A plus the additional \$1,927.00 monumentation improvements that were also discussed.

SIXTH ORDER OF BUSINESS

**Ratification of Requisition
No. 489 Approved in March
2018 in the amount totaling
\$10,194.75**

Board Members reviewed Requisition No. 489 approved in March 2018 in the amount totaling \$10,194.75.

On Motion by Mr. Scholl, second by Mr. Da Silva, with all in favor, the Board of Supervisors for the Myrtle Creek Improvement District ratified Requisition No. 489 approved in March 2018 in the amount totaling \$10,194.75.

SEVENTH ORDER OF BUSINESS

**Ratification of Operation
and Maintenance
Expenditures Paid in
March 2018 in an amount
totaling \$43,292.35**

Board Members reviewed the Operation and Maintenance Expenditures paid in March 2018 in an amount totaling \$43,292.35.

On Motion by Mr. Scholl, second by Mr. Da Silva, with all in favor, the Board of Supervisors for the Myrtle Creek Improvement District ratified the Operation and Maintenance Expenditures paid in March 2018 in an amount totaling \$43,292.35.

EIGHTH ORDER OF BUSINESS

**Recommended Work
Authorization/Proposed
Services**

Mr. Kaufmann stated that there were no Work Authorizations for this District.

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 \$277,000.00 vs. a budget of \$392,500.00. The District is currently under budget through March by \$114,000.00. There was no action required.

Mr. Shenai asked about the Flower and Plant Replacement line item. Ms. Walden stated that so far nothing has hit those line items. Mr. Scholl suggested that as the District approaches the fiscal year and budget that the District allocate a little more for landscaping.

TENTH ORDER OF BUSINESS

Staff Reports

District Counsel –

Ms. Mackie stated that this District has appointed three individuals to serve on the Construction Committee which provides guidance for construction related items and landscape maintenance related items for this District and its sister Districts. Ms. Mackie noted that the committee had three individuals serve on it – Mr. Kaufmann, Mr. Good, and Ms. Ragusa. She noted that Ms. Ragusa has tendered her resignation from the Committee to District staff so

there are now only two members on that Committee. Ms. Mackie noted that at the previous meetings for the sister Districts they appointed Mr. Thacker to serve on the Committee as he was recently named the Manager of Maintenance, replacing Ms. Ragusa.

On Motion by Mr. Da Silva, second by Mr. Shenai, with all in favor, the Board of Supervisors for the Myrtle Creek Improvement District appointed Mr. Thacker to the Construction Committee to replace Ms. Ragusa.

District Manager – Ms. Walden stated that she is meeting with the Construction Committee to work on the preliminary budget and the goal is to start the budget process next month.

Mr. Shenai asked who is responsible for sound barriers on 417. District staff answered that DOT and CFX are responsible but they will not do anything unless there was a construction project going on. If there is a construction project they will do a sound study and determine if a sound barrier is required.

District Engineer – No Report

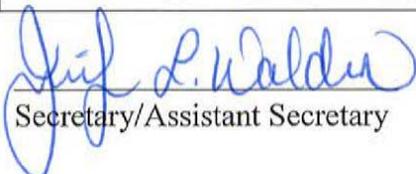
Construction Supervisor – No Report

ELEVENTH ORDER OF BUSINESS

**Supervisor Requests,
Audience Comments
& Adjournment**

There were no Supervisor requests or audience comments and no other business to discuss.

On Motion by Mr. Scholl, second by Mr. Da Silva, with all in favor, the April 17, 2018 Meeting of the Board of Supervisors for the Myrtle Creek Improvement District was adjourned.


Secretary/Assistant Secretary


Chair/Vice Chair



Cost Summary of all areas:			NOTES:
Group	(Not including Narcoossee intersection)		
2	Area 1:	\$4,299	
1	Area 2:	\$645	
2	Area 3:	\$3,764	
1	Area 4:	\$7,454	
1	Area 5:	\$9,586	
1	Area 6:	\$7,454	
2	Area 7:	\$5,129	
1	Area 8:	\$4,711	
1	Area 9:	\$1,003	
1	Area 10:	\$527	
2	Area 11:	\$4,928	
1	Area 12:	\$6,210	
1	Area 13:	\$125	
1	Area 14:	\$6,841	
2	Area 15:	\$10,621	
1	Area 16:	\$2,926	
1	Area 17:	\$6,668	
1	Area 18:	\$3,215	
2	Area 19:	\$9,553	
1	Area 20:	\$1,141	
1	Area 21:	\$462	
	Area 22:	\$6,780	Tree replacement by others
2	Area 23:	\$4,776	
1	Area 24:	\$1,494	
2	Area 25:	\$5,389	Wait until after KPMG construction
2	Area 26:	\$6,059	Wait until after KPMG construction
2	Area 27:	\$4,410	Wait until after KPMG construction
2	Area 28:	\$4,160	Wait until after KPMG construction
2	Area 29:	\$3,428	Wait until after KPMG construction
2	Area 30:	\$3,700	Wait until after KPMG construction
2	Area 31:	\$4,510	
2	Area 32:	\$8,123	
1	Area 33:	\$4,260	
1	Area 34:	\$806	
1	Area 35:	\$2,441	
1	Area 36:	\$661	
2	Area 37:	\$4,218	
1	Area 38:	\$6,111	
2	Area 39:	\$5,740	
2	Area 40:	\$7,376	
1	Area 41:	\$0	
1	Area 42:	\$7,664	
1	Area 43:	\$4,905	
1	Area 44:	\$6,797	
1	Area 45:	\$611	
1	Area 46:	\$2,167	
1	Area 47:	\$537	
1	Area 48:	\$4,585	
	TOTAL:	\$208,970	

Group pricing:
 Group 1: \$71,983
 Group 2: \$78,413
 New Total: \$150,396
 Overall group pricing discount: \$51,794