

**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, November 21, 2017 at 4:30 p.m. at 6900 Tavistock Lakes Blvd., Suite 200, Orlando, FL 32827. Board Members listed below constituted a quorum.

Donald Tubbs	Assistant Secretary
Kyle Scholl	Assistant Secretary
Kam Shenai	Assistant Secretary
Jeff Macre	Chair (via phone)

Also present were:

Joe MacLaren	Fishkind & Associates
Jennifer Walden	Fishkind & Associates
Brad Reed	Fishkind & Associates
Jeff Newton	Donald W. McIntosh Associates
Patrice Ragusa	Construction Committee
Tucker Mackie	Hopping Green & Sams (via phone)
Larry Kaufmann	Construction Supervisor (via phone)

SECOND ORDER OF BUSINESS

Public Comment Period

Mr. MacLaren noted that there were no public comments at this time.

THIRD ORDER OF BUSINESS

**Consideration of the
Minutes of the October 17,
2017 Board of Supervisors'
Meeting**

Board Members reviewed the minutes from the October 17, 2017 Board of Supervisors' Meeting.

On Motion by Mr. D. Tubbs, second by Mr. Scholl, with all in favor, the Board of Supervisors for the Myrtle Creek Improvement District approved the Minutes of the October 17, 2017 Board of Supervisors' Meeting, as presented.

FOURTH ORDER OF BUSINESS

**Consideration of Lake Nona
Blvd East Tree
Replacements in Parkway**

Mr. MacLaren explained that Ms. Ragusa went out and did a survey and is recommending the replacement of two trees. She had previously provided an estimate for the replacement of three trees for a little over \$24,000.00. Mr. MacLaren said that if the Board agrees with those replacements they could authorize staff to proceed with the replacements at a not-to-exceed amount of \$20,000.00. Mr. Shenai asked if the trees will be affected by anything going on in that area. Mr. Reed said that the one closest to the 417 will definitely not be affected and the second one should not be affected either. Mr. MacLaren noted he will double check with Ms. Ragusa. Mr. Shenai stated that there is one tree that is bent over that is close to the Enclave main entrance and asked if that is one of the trees to be replaced. The remaining Board Members believe that it is one of the trees to be replaced. Mr. Reed noted that part of the reason that tree has been that way is that it fell at least twice and it will be removed once a replacement has been provided. Mr. Shenai asked how long it will take to replace the trees. Mr. Reed answered that it depends on the landscape contractor's ability to source the trees and thinks it will be completed within 2-3 weeks. Mr. MacLaren added that District staff will confirm that the work on the roadway is not going to affect anything and get a timeline for the tree replacements.

On Motion by Mr. Scholl, second by Mr. Shenai, with all in favor, the Board of Supervisors for the Myrtle Creek Improvement District approved the tree replacements in the parkway for a not-to-exceed amount of \$20,000.00.

FIFTH ORDER OF BUSINESS

**Ratification of Requisition
Nos. 472 - 475 Approved in
October 2017 in an amount
totaling \$986.55**

Board Members reviewed Requisition Nos. 472 - 475 which were approved in October 2017 in an amount totaling \$986.55. Ms. Ragusa joined the meeting in progress.

Mr. MacLaren updated Ms. Ragusa that the Board approved a not-to-exceed amount of \$20,000.00 for tree replacements and the Board would like to see the ones that were removed as well. Ms. Ragusa explained that it is happening and that there is a tree laying on a transformer that had fallen over twice. She explained that the contractor that is doing the pruning started and then stopped due to the situation with the roadway and as they get farther down the road they will get over to that fallen tree and pull it off the transformer and remove it. Ms. Ragusa also noted that the pruning will be starting up again next week. Mr. MacLaren asked if what the District approved includes the tree removal. Ms. Ragusa said that she thinks it does.

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 Requisition Nos. 472 - 475 Approved in October 2017 in an amount totaling \$986.55.

SIXTH ORDER OF BUSINESS

**Ratification of Operation
and Maintenance
Expenditures Paid in
October 2017 in an amount
totaling \$18,359.03**

Board Members reviewed the Operation and Maintenance Expenditures paid in October 2017 in an amount totaling \$18,359.03. Ms. Ragusa left the meeting. Mr. Macre asked Mr. Reed to give the Board an update about the lighting maintenance checks noting that many lights are still out. He asked if it is worth it to have them do the checks if the District is waiting on items and materials in order to fix some of the lighting. Mr. Reed said that it is up to the Board if they do not want to have that service and he noted that they check once per month for all the lighting features in the other two sister Districts as well. He added that the District is working on obtaining the bigger flood lights that light up the larger moment features on both the North and South side of the Interchange. He explained they ran into a few delays with account set up issues with the vendor and then Hurricane Irma but they are getting replaced and the rest of the lighting features will get replaced as they burn out. He noted that the direction for the smaller sconces along the 417 walkways has been to keep those up as much as possible and 30 have just been repaired within the past month. He noted that this District might need to discuss with the Boggy Creek Improvement District if and when the time comes that those features need to be updated. Mr. Macre asked how the repairs get done once the checks have taken place. Mr. Reed explained that he gets the monthly

report and checks them once the review is done. He then directs the lighting company to fix what they are able to quickly and they send a separate crew out after the monthly report has been completed to make the repairs if possible. Mr. Shenai noted that the monument light has been flashing for a year. Mr. Reed said to date nothing had been done on any of the lighting features on any of the Districts until this year. He stated that the goal is to bring that back up to standard and in working order and he noted that each of the four monuments has two lights so eight flood lights will be replaced at one time. A Board Member asked for a time estimate. Mr. Reed said he is waiting to hear back from the supplier and they typically take 2-3 weeks to ship after the account and credit application is approved. Mr. Macre asked for a best-case and worst-case scenario and asked if there were other temporary options. Mr. Reed said that as long as there are no issues with the credit application the lights will be shipped in 2-3 weeks and they should be in and completed in the middle of December. Mr. Reed explained he asked the vendor who is local to Orlando if he could pick them up but they do not carry inventory. He is looking for other ways to speed up the process but this was the direction that was provided by the Boggy Creek ID Board. Mr. Shenai requested that this be considered as an agenda item for the next meeting. Mr. Kaufmann said that the Construction Committee will focus on a better way of doing this and will take that under advisement to make a recommendation at the next meeting.

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 October 2017 in an amount totaling \$18,359.03.

SEVENTH ORDER OF BUSINESS

**Recommended Work
Authorization/Proposed
Services**

There were no Work Authorizations for this District.

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 today's date. Mr. MacLaren stated that through the end of October the District had incurred \$42,000.00 in actual expenses vs. a budget of \$65,000.00. The District started its fiscal year under budget. There was no action required.

NINTH ORDER OF BUSINESS

Staff Reports

District Counsel – No Report

District Manager – Mr. MacLaren noted that there is a conflict for the meeting date in December which is December 19, 2017. This office is having an all staff meeting at the same time as the Board Meeting and he proposed moving the meeting up one day to Monday, December 18, 2017 at 4:30 p.m. The Board did not raise issue with the switch so Mr. MacLaren will send out an updated calendar invite.

District Engineer – No Report

Construction Supervisor – No Report

TENTH ORDER OF BUSINESS

**Supervisor Requests,
Audience Comments
& Adjournment**

There were no Supervisor requests or audience comments.

On Motion by Mr. Scholl, second by Mr. D. Tubbs, with all in favor, the November 21, 2017 Meeting of the Board of Supervisors for the Myrtle Creek Improvement District was adjourned.


Secretary/Assistant Secretary


Chair/Vice Chair