

Myrtle Creek Improvement District

12051 Corporate Boulevard Orlando, FL 32817; 407-382-3256

www.myrtlecreekid.org

The following is the proposed agenda for the Meeting of the Board of Supervisors for the Myrtle Creek Improvement District ("District"), scheduled to be held at **5:00 p.m. on Tuesday, December 18, 2018 at 6900 Tavistock Lakes Blvd, Suite 200, Orlando, FL 32827**. A quorum will be confirmed prior to the start of the meeting.

For those unable to attend in person, you may participate by telephone:

Phone: 1-866-398-2885

Participant Code: 275521

BOARD OF SUPERVISORS' MEETING AGENDA

Organizational Matters

- Roll Call to Confirm a Quorum
- Public Comment Period
- 1. **Swearing in Newly Elected Board Members**
- 2. **Consideration of the Minutes of the November 29, 2018 Board of Supervisors' Meeting**
- 3. **Consideration of Resolution 2019-03, Election of Officers**

Business Matters

- 4. **Consideration of Award of Construction - Lake Nona Central Performance Drive Phase 3 (*provided under separate cover*)**
- 5. **Consideration of Amendment to Engineering Services**
 - **Consideration of Irrigation Improvements**
- 6. **Ratification of Operation and Maintenance Expenditures Paid in November 2018 in an amount totaling \$67,432.16**
- 7. **Recommendation of Work Authorization/Proposed Services (*if applicable*)**
- 8. **Review of District's Financial Position and Budget to Actual YTD**

Other Business

- A. Staff Reports
 - 1. District Counsel
 - 2. District Manager
 - 3. District Engineer
 - 4. Construction Supervisor
 - 5. Irrigation Specialist
- B. Audience Comments, Supervisor Requests

Adjournment

MYRTLE CREEK IMPROVEMENT DISTRICT

Oath of Office

**MYRTLE CREEK IMPROVEMENT DISTRICT
BOARD OF SUPERVISORS**

OATH OF OFFICE

I, _____, A CITIZEN OF THE STATE OF FLORIDA AND OF THE UNITED STATES OF AMERICA, AND BEING EMPLOYED BY OR AN OFFICER OF MYRTLE CREEK IMPROVEMENT DISTRICT AND A RECIPIENT OF PUBLIC FUNDS AS SUCH EMPLOYEE OR OFFICER, DO HEREBY SOLEMNLY SWEAR OR AFFIRM THAT I WILL SUPPORT THE CONSTITUTION OF THE UNITED STATES AND OF THE STATE OF FLORIDA.

Board Supervisor

ACKNOWLEDGMENT OF OATH BEING TAKEN

STATE OF FLORIDA
COUNTY OF ORANGE

The foregoing oath was administered before me this ____ day of _____, 2018, by _____, who personally appeared before me, and is personally known to me or has produced _____ e e _____ as identification, and is the person described in and who took the aforementioned oath as a Member of the Board of Supervisors of Myrtle Creek Improvement District and acknowledged to and before me that he/she took said oath for the purposes therein expressed.

(NOTARY SEAL)

Notary Public, State of Florida

Print Name: _____

Commission No.: _____ Expires: _____

MYRTLE CREEK IMPROVEMENT DISTRICT

**Minutes of the November 29, 2018
Board of Supervisors' Meeting**

**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

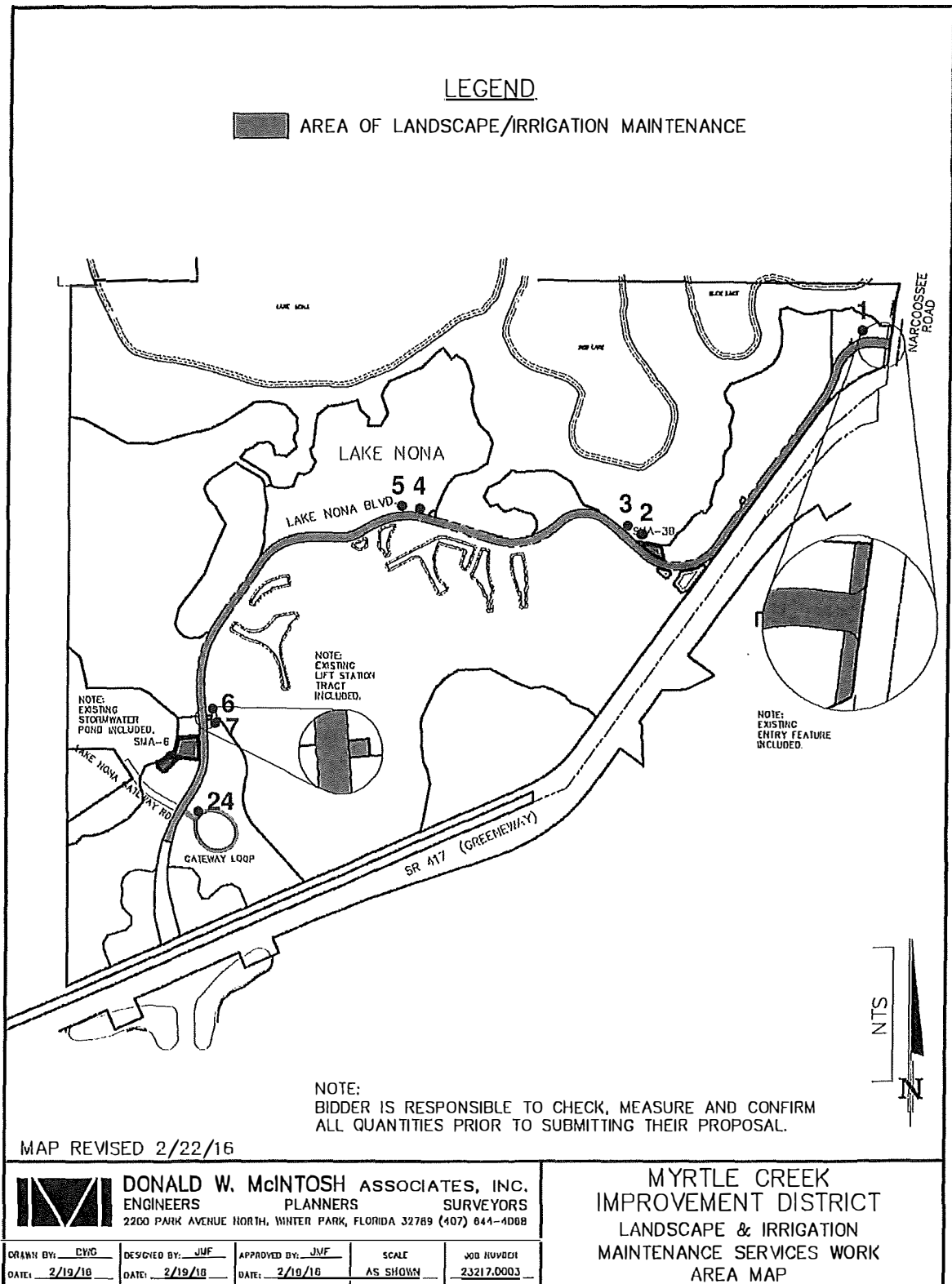
Top Challenges

- 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]

EXHIBIT "A"



MYRTLE CREEK IMPROVEMENT DISTRICT

**Resolution 2019-03,
Election of Officers**

RESOLUTION 2019-03

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE
MYRTLE CREEK IMPROVEMENT DISTRICT ELECTING THE
OFFICERS OF THE DISTRICT AND PROVIDING FOR AN
EFFECTIVE DATE**

WHEREAS, the **MYRTLE CREEK IMPROVEMENT DISTRICT** (hereinafter the “District”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, Florida Statutes; and

WHEREAS, the Board of Supervisors of the District desires to elect the Officers of the District.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE MYRTLE CREEK IMPROVEMENT DISTRICT:

Section 1. _____ is elected Chair.

Section 2. _____ is elected Vice Chair.

Section 3. _____ is elected Secretary.

_____ is elected Assistant Secretary.

_____ is elected Assistant Secretary.

_____ is elected Assistant Secretary.

_____ is elected Assistant Secretary.

_____ is elected Assistant Secretary.

Section 4. _____ is elected Treasurer.

Section 5. _____ is elected as Assistant Treasurer.

Section 6. All Resolutions or parts of Resolutions in conflict herewith are hereby repealed to the extent of such conflict.

Section 7. This Resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED THIS 18th DAY of DECEMBER, 2018.

ATTEST:

**MYRTLE CREEK
IMPROVEMENT
DISTRICT**

Secretary/Assistant Secretary

Chair/Vice-Chair

MYRTLE CREEK IMPROVEMENT DISTRICT

**Award of Construction – Lake Nona Central
Performance Drive Phase 3**
(provided under separate cover)

MYRTLE CREEK IMPROVEMENT DISTRICT

Amendment to Engineering Services



**DONALD W. MCINTOSH
ASSOCIATES, INC.**

December 18, 2008

Jeff Macre, Chairman
Myrtle Creek Improvement District
12050 Corporate Boulevard
Orlando, FL 32817

Re: Myrtle Creek Improvement District
District Engineer Services
DWMA Job No. 23217

Dear Mr. Macre:

CIVIL ENGINEERS

LAND PLANNERS

SURVEYORS

Donald W. McIntosh Associates, Inc. (DWMA) has been honored to serve as the District Engineer for the Myrtle Creek Improvement District (District) since its creation over fifteen years ago. Throughout this decade and a half, the economy has fluctuated greatly, resulting in times of prosperity and times of hardship for individuals and business across the nation. During the term of our Agreement with the District, DWMA has made upward market adjustments to our hourly rate schedule on three separate occasions. Although our market adjusted rates were used for new contracts, we have never requested an adjustment in the hourly rates we charge the District despite the provision in Article 3 of our Agreement that provides for renegotiation of the fee schedule on the anniversary date of the Agreement.

In consideration of our longstanding service to the District over the past fifteen years, we respectfully request that the District consider amending our current Agreement for Engineering Services to utilize the attached hourly rate schedule for all professional services provided from this date forward. As a point of reference, this is the same hourly rate schedule that is used for all professional services provided to the Developer of Lake Nona and to the Poitras East Community Development District. All other Terms and Conditions of our Agreement for Engineering Services dated September 8, 2003, will remain in full force and effect.

We appreciate your confidence in Donald W. McIntosh Associates, Inc., and look forward to continuing to serve you. Please contact the undersigned with any questions or clarification.

Yours truly,

DONALD W. MCINTOSH ASSOCIATES, INC.

Jeffrey J. Newton, P.E.
Senior Vice President

2200 Park Ave. North

Winter Park, FL

32789-2355

Fax 407-844-8318

407-844-4068

JJN/lc (12)

f:\proj2003\23217\engadmin\lc653 rate schedule.doc

<http://www.dwma.com>



*Mr. Jeff Macre
Myrtle Creek Improvement District
District Engineer Services
DWMA Job No. 23217
December 18, 2018
Page 2 of 3*

APPROVAL OF AMENDMENT TO AGREEMENT FOR ENGINEERING SERVICES:

[Signature]

[Date]

[Name and Title]

[Company]

PURSUANT TO FLORIDA STATUTE 558.0035, AN
INDIVIDUAL EMPLOYEE OR AGENT OF DONALD W.
MCINTOSH ASSOCIATES, INC. MAY NOT BE HELD
INDIVIDUALLY LIABLE FOR NEGLIGENCE.



Mr. Jeff Macre
Myrtle Creek Improvement District
District Engineer Services
DWMA Job No. 23217
December 18, 2018
Page 3 of 3

HOURLY RATE SCHEDULE RATE 12

<u>PERSONNEL CLASSIFICATION</u>	<u>HOURLY RATE</u>
Principal	\$250.00
Engineering Department Director	\$220.00
Survey Department Director	\$200.00
Planning Department/Entitlements Director	\$220.00
Associate	\$185.00
Senior Engineering Project Manager	\$180.00
Senior Survey Project Manager	\$165.00
Sr. Reg. Engineer; Eng. Project Manager	\$160.00
Survey Project Manager	\$145.00
Registered Engineer	\$140.00
Registered Surveyor	\$140.00
GIS Administrator	\$130.00
Computer System/GIS Manager	\$130.00
Engineer III	\$125.00
Engineer II	\$115.00
Engineer I	\$105.00
Senior Planner	\$100.00
Senior Design Technician	\$105.00
Design Technician	\$90.00
Assistant Planner	\$85.00
Survey Technician	\$90.00
Construction Services Director	\$105.00
Construction Observer	\$80.00
Researcher	\$85.00
Draftsman	\$70.00
Project Manager Assistant	\$75.00
Clerical/Runner	\$50.00
Survey Crew	\$135.00
GPS Survey Crew	\$240.00
Pickup/Delivery	\$35.00

In addition to the hourly rates listed, charges will include identifiable out of pocket expenses and other reimbursables billed at a multiplier of 1.00.

MYRTLE CREEK IMPROVEMENT DISTRICT

**Operation and Maintenance Expenditures Paid in
November 2018 in an amount totaling \$67,432.16**

MYRTLE CREEK IMPROVEMENT DISTRICT

DISTRICT OFFICE ● 12051 CORPORATE BLVD ● ORLANDO, FL 32817
PHONE: (407) 382-3256 ● FAX: (407) 382-3254

Operation and Maintenance Expenditures For Board Approval

Attached please find the check register listing Operations and Maintenance expenditures paid from November 1, 2018 through November 30, 2018. This does not include expenditures previously approved by the Board.

The total items being presented: **\$67,432.16**

Approval of Expenditures:

_____ Chairman

_____ Vice Chairman

_____ e Assistant Secretary

12/16/18
11:50:02 AM

Myrtle Creek Improvement District
AP Check Register (Current by Bank)
Check Dates: 11/1/2018 to 11/30/2018

Page: 1

Check No.	Date	Status	Vendor ID	Payee Name	Amount
BANK ID: SUNe CITY NATIONAL BANK					001-101-0000-00-01
3406	11/13/18	P	BVLS	BrightView Landscape Services	\$329.25
3407	11/13/18	P	DONMC	Donald W. McIntosh Associates	\$661.00
3408	11/13/18	P	OCPA	Orange Cnty Property Appraiser	\$1,432.00
3409	11/13/18	P	OCTC	Scott Randolph, Tax Collector	\$123.22
3410	11/13/18	P	VENTUR	VenturesIn.com	\$105.00
3411	11/13/18	P	TRUSTE	US Bank as Trustee for Myrtle	\$3,382.91
3412	11/20/18	P	DONMC	Donald W. McIntosh Associates	\$20,442.95
3413	11/20/18	P	KITTEL	Kittelson & Associates	\$6,205.00
3414	11/20/18	P	AWC	Aquatic Weed Control, Inc.	\$1,050.00
3415	11/20/18	P	BVLS	BrightView Landscape Services	\$133.00
3416	11/20/18	P	TRUSTE	US Bank as Trustee for Myrtle	\$27,380.97
BANK SUN REGISTER TOTAL:					\$62,145.30
GRAND TOTAL :					\$62,145.30

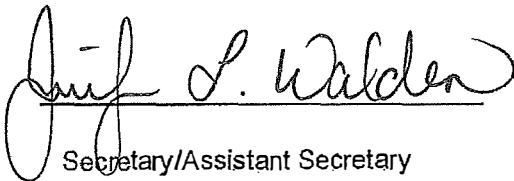
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62,145.30 +
OUC 5,286.86 +
57,432.16 G+

MYRTLE CREEK IMPROVEMENT DISTRICT

Payment Authorization #371

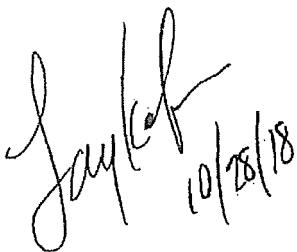
10/26/2018

Item No.	Payee	Invoice Number	General Fund	Fiscal Year
1	BrightView Landscape Services			
	Controller #7 Repairs	5997965	\$ 147.00	FY 2019
	Irrigation Repairs	5997966	\$ 182.25	FY 2019
2	Donald W McIntosh Associates			
	Engineering Services Through 10/05/2018	35758	\$ 661.00	FY 2018
TOTAL			\$ 990.25	


Secretary/Assistant Secretary

Chairperson

FY 2018	661.00
FY 2019	329.25


10/26/18

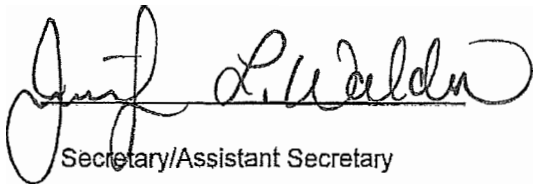
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MYRTLE CREEK IMPROVEMENT DISTRICT

Payment Authorization #372

11/2/2018

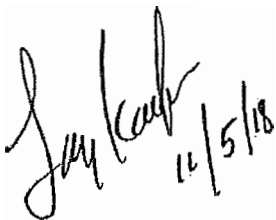
Item No.	Payee	Invoice Number	General Fund	Fiscal Year
1	Orange County Property Appraiser FY 2019 Non-Ad Valorem Assessment Administrative Fee.	1292	\$ 1,432.00	FY 2019
2	Orange County Tax Collector Acct: 0527465-9	—	\$ 123.22	FY 2019
3	VenturesIn.com November Application Hosting	44129	\$ 105.00	FY 2019
TOTAL			\$ 1,660.22	


Secretary/Assistant Secretary

Chairperson

FY 2018
FY 2019

-
1,660.22


11/5/18

RECEIVED NOV 05 2018

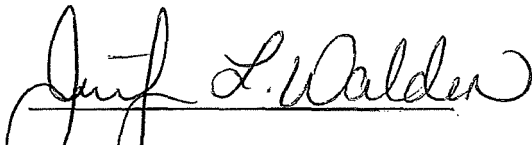
MYRTLE CREEK IMPROVEMENT DISTRICT

Payment Authorization #374

11/16/2018

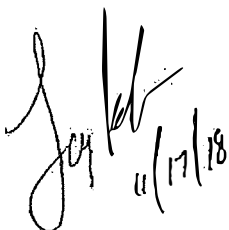
Item No.	Payee	Invoice Number	General Fund	Fiscal Year
1	Aquatic Weed Control			
	June Waterway Services	25552	\$ 325.00	FY 2018
	July Waterway Services	26427	\$ 325.00	FY 2018
	August Waterway Services	27294	\$ 325.00	FY 2018
	September Waterway Services	28162	\$ 325.00	FY 2018
	October Waterway Services	29456	\$ 325.00	FY 2019
	November Waterway Services	30477	\$ 325.00	FY 2019
2	BrightView Landscape Services			
	Controller #4 Repairs	6044435	\$ 133.00	FY 2019
3	OUC pd online 11/20/18 Acct: 47824000010; 10/02/2018 - 11/01/2018	--	\$ 5,286.86	FY 2019

TOTAL \$ 7,369.86


Secretary/Assistant Secretary

Chairperson

FY 2018	1,300.00
FY 2019	6,069.86


11/17/18

47824000010

MYRTLE CREEK IMPROVEMENT DISTRICT

**Recommendation of
Work Authorizations/Proposed Services
*(if applicable)***

MYRTLE CREEK IMPROVEMENT DISTRICT

**District's Financial Position and
Budget to Actual YTD**

Myrtle Creek Improvement District

Statement of Activities

As of 11/30/2018

	General Fund	Debt Service	Capital Projects Fund	General Long- Term Debt	Total
<u>Revenues</u>					
On-Roll Assessments	\$8,022.68				\$8,022.68
Developer Contributions	3,163.00				3,163.00
Inter-Fund Transfers In	(38,332.02)				(38,332.02)
On-Roll Assessments		\$30,763.88			30,763.88
Inter-Fund Transfers In			\$38,332.02		38,332.02
Total Revenues	<u>(\$27,146.34)</u>	<u>\$30,763.88</u>	<u>\$38,332.02</u>	<u>\$0.00</u>	<u>\$41,949.56</u>
<u>Expenses</u>					
Supervisor Fees	\$1,600.00				\$1,600.00
Public Officials' Liability Insurance	3,250.00				3,250.00
Trustee Services	8,072.63				8,072.63
Management	6,666.66				6,666.66
Engineering	458.50				458.50
Property Appraiser	1,432.00				1,432.00
Assessment Administration	7,500.00				7,500.00
Travel and Per Diem	9.31				9.31
Telephone	11.88				11.88
Postage & Shipping	31.37				31.37
Copies	54.00				54.00
Legal Advertising	256.92				256.92
Property Taxes	123.22				123.22
Web Site Maintenance	210.00				210.00
Dues, Licenses, and Fees	175.00				175.00
Electric	78.69				78.69
Entry Lighting	15.67				15.67
Water Reclaimed	4,158.99				4,158.99
Aquatic Contract	650.00				650.00
General Liability Insurance	3,723.00				3,723.00
Irrigation	1,616.52				1,616.52
Landscaping Maintenance & Material	36,740.00				36,740.00
Flower & Plant Replacement	17,949.10				17,949.10

Myrtle Creek Improvement District

Statement of Activities

As of 11/30/2018

	General Fund	Debt Service	Capital Projects Fund	General Long- Term Debt	Total
IME - Aquatics Maintenance	526.05				526.05
IME - Landscaping	12,870.28				12,870.28
IME - Lighting	315.66				315.66
IME - Water Reclaimed	83.46				83.46
Streetlights	1,114.76				1,114.76
Interest Payments		\$317,800.00			317,800.00
Engineering			\$4,005.23		4,005.23
Legal Advertising			514.85		514.85
Total Expenses	<u>\$109,693.67</u>	<u>\$317,800.00</u>	<u>\$4,520.08</u>	<u>\$0.00</u>	<u>\$432,013.75</u>
<u>Other Revenues (Expenses) & Gains (Losses)</u>					
Interest Income	\$33.03				\$33.03
Interest Income		\$1,744.49			1,744.49
Interest Income			\$283.26		283.26
Total Other Revenues (Expenses) & Gains (Losses)	<u>\$33.03</u>	<u>\$1,744.49</u>	<u>\$283.26</u>	<u>\$0.00</u>	<u>\$2,060.78</u>
Change In Net Assets	(\$106,806.98)	(\$285,291.06)	\$34,095.20	\$0.00	(\$388,003.41)
Net Assets At Beginning Of Year	<u>\$418,203.78</u>	<u>\$1,166,705.94</u>	<u>\$351,473.83</u>	<u>\$0.00</u>	<u>\$1,093,383.55</u>
Net Assets At End Of Year	<u><u>\$281,396.80</u></u>	<u><u>\$881,414.31</u></u>	<u><u>\$385,569.03</u></u>	<u><u>\$0.00</u></u>	<u><u>\$1,054,380.14</u></u>

Myrtle Creek Improvement District
Statement of Financial Position
As of 11/30/2018

	General Fund	Debt Service	Capital Projects Fund	General Long- Term Debt	Total
<u>Assets</u>					
<u>Current Assets</u>					
General Checking Account	\$1,738.80				\$1,738.80
Money Market Account	176,680.98				176,680.98
State Board of Administration	3,863.04				3,863.04
Pond Reserve	10,437.50				10,437.50
Road Reserve	10,437.50				10,437.50
Capital Reserve	102,604.88				102,604.88
Accounts Receivable - Due from Developer	17,594.93				17,594.93
Due From Other Funds	85.42				85.42
Deposits	4,300.00				4,300.00
Infrastructure Capital Reserve	30,595.60				30,595.60
Interchange Maintenance Reserve	7,102.13				7,102.13
Debt Service Reserve		\$338,740.47			338,740.47
Revenue		542,548.68			542,548.68
Prepayment		125.16			125.16
Acquisition/Construction			\$394,969.24		394,969.24
Total Current Assets	<u>\$365,440.78</u>	<u>\$881,414.31</u>	<u>\$394,969.24</u>	<u>\$0.00</u>	<u>\$1,641,824.33</u>
<u>Investments</u>					
Amount Available in Debt Service Funds				\$881,414.31	\$881,414.31
Amount To Be Provided				17,848,585.69	17,848,585.69
Total Investments	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$18,730,000.00</u>	<u>\$18,730,000.00</u>
Total Assets	<u><u>\$365,440.78</u></u>	<u><u>\$881,414.31</u></u>	<u><u>\$394,969.24</u></u>	<u><u>\$18,730,000.00</u></u>	<u><u>\$20,371,824.33</u></u>

Myrtle Creek Improvement District
Statement of Financial Position
As of 11/30/2018

	General Fund	Debt Service	Capital Projects Fund	General Long- Term Debt	Total
<u>Liabilities and Net Assets</u>					
<u>Current Liabilities</u>					
Accounts Payable	\$55,327.22				\$55,327.22
Due To Other Governmental Units	15,243.76				15,243.76
Deferred Revenue	13,473.00				13,473.00
Accounts Payable			\$5,192.86		5,192.86
Due To Other Funds			85.42		85.42
Deferred Revenue			4,121.03		4,121.03
Total Current Liabilities	<u>\$84,043.98</u>	<u>\$0.00</u>	<u>\$9,400.21</u>	<u>\$0.00</u>	<u>\$93,444.19</u>
<u>Long Term Liabilities</u>					
Revenue Bonds Payable - Long-Term				\$10,730,000.00	\$10,730,000.00
Total Long Term Liabilities	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$10,730,000.00</u>	<u>\$10,730,000.00</u>
Total Liabilities	<u>\$84,043.98</u>	<u>\$0.00</u>	<u>\$9,400.21</u>	<u>\$10,730,000.00</u>	<u>\$10,823,444.19</u>
<u>Net Assets</u>					
Net Assets, Unrestricted	\$410,203.78				\$410,203.78
Current Year Net Assets, Unrestricted	(106,806.98)				(106,806.98)
Net Assets, Unrestricted		\$1,166,705.94			1,166,705.94
Current Year Net Assets, Unrestricted		(285,291.63)			(285,291.63)
Net Assets, Unrestricted			\$351,047.83		351,047.83
Current Year Net Assets, Unrestricted			34,095.20		34,095.20
Total Net Assets	<u>\$281,096.80</u>	<u>\$881,041.31</u>	<u>\$385,569.03</u>	<u>\$0.00</u>	<u>\$1,054,824.33</u>
Total Liabilities and Net Assets	<u>\$365,440.78</u>	<u>\$881,041.31</u>	<u>\$394,969.24</u>	<u>\$10,730,000.00</u>	<u>\$20,371,082.43</u>

Myrtle Creek Improvement District
Budget to Actual
For the Month Ending 11/30/2018

	YTD Actual	YTD Budget	YTD Variance	FY 2019 Adopted Budget
<u>Revenues</u>				
On-Roll Assessments	\$ 8,022.68	\$ 82,119.36	\$ (74,096.68)	\$ 492,716.16
Developer Contributions	3,163.00	-	3,163.00	-
Money Market Reserve	-	43,392.91	(43,392.91)	260,357.44
Net Revenues	\$ 11,185.68	\$ 125,512.27	\$ (114,326.59)	\$ 753,073.60
<u>General & Administrative Expenses</u>				
Legislative				
Supervisor Fees	\$ 1,600.00	\$ 2,000.00	\$ (400.00)	\$ 12,000.00
Financial & Administrative				
Public Officials' Liability Insurance	3,250.00	595.83	2,654.17	3,575.00
Trustee Services	8,072.63	333.33	7,739.30	2,000.00
Management	6,666.66	6,666.67	(0.01)	40,000.00
Engineering	458.50	833.33	(374.83)	5,000.00
Dissemination Agent	-	833.33	(833.33)	5,000.00
Property Appraiser	1,432.00	500.00	932.00	3,000.00
District Counsel	-	3,333.33	(3,333.33)	20,000.00
Assessment Administration	7,500.00	1,250.00	6,250.00	7,500.00
Audit	-	662.50	(662.50)	3,975.00
Arbitrage Calculation	-	150.00	(150.00)	900.00
Travel and Per Diem	9.31	83.33	(74.02)	500.00
Telephone	11.88	83.33	(71.04)	500.00
Postage & Shipping	31.37	83.33	(51.96)	500.00
Copies	54.00	333.33	(279.33)	2,000.00
Legal Advertising	256.92	833.33	(576.41)	5,000.00
Bank Fees	-	8.33	(8.33)	50.00
Miscellaneous	-	833.37	(833.37)	5,000.00
Property Taxes	123.22	12.50	110.72	75.00
Web Site Maintenance	210.00	208.33	1.67	1,250.00
Dues, Licenses, and Fees	175.00	29.17	145.83	175.00
Total General & Administrative Expenses	\$ 29,851.49	\$ 19,666.67	\$ 10,184.82	\$ 118,000.00

Myrtle Creek Improvement District
Budget to Actual
For the Month Ending 11/30/2018

	YTD Actual	YTD Budget	YTD Variance	FY 2019 Adopted Budget
<u>Field Operations</u>				
Electric Utility Services				
Electric	\$ 78.69	\$ 166.67	\$ (87.98)	\$ 1,000.00
Entry Lighting	15.67	83.33	(67.66)	500.00
Water-Sewer Combination Services				
Water Reclaimed	4,168.99	1,666.67	2,492.32	10,000.00
Stormwater Control				
Aquatic Contract	650.00	860.00	(210.00)	5,160.00
Lake/Pond Repair Reserve	-	833.33	(833.33)	5,000.00
Other Physical Environment				
General Liability Insurance	3,723.00	833.33	2,889.67	5,000.00
Property & Casualty Insurance	-	250.00	(250.00)	1,500.00
Auto Insurance	-	125.00	(125.00)	750.00
Irrigation	1,616.52	5,000.00	(3,383.48)	30,000.00
Landscaping Maintenance & Material	36,740.00	30,414.00	6,326.00	182,484.00
Tree Trimming	-	6,666.67	(6,666.67)	40,000.00
Flower & Plant Replacement	17,949.10	18,333.33	(384.23)	110,000.00
Contingency	-	3,904.39	(3,904.39)	23,426.31
Hurricane Cleanup	-	2,500.00	(2,500.00)	15,000.00
Interchange Maintenance Expenses				
IME - Aquatics Maintenance	526.05	556.50	(30.45)	3,339.00
IME - Irrigation	-	5,250.00	(5,250.00)	31,000.00
IME - Landscaping	12,870.28	12,870.27	0.01	77,221.62
IME - Lighting	315.66	3,333.33	(3,017.67)	20,000.00
IME - Water Reclaimed	83.46	525.00	(441.54)	3,150.00
New Operational Field Expenses				
Trail Benches	-	-	-	-
Crosswalk Improvements	-	2,752.67	(2,752.67)	16,516.00
Road & Street Facilities				
Entry and Wall Maintenance	-	1,666.67	(1,666.67)	10,000.00
Streetlights	1,114.76	2,000.00	(885.24)	12,000.00
Parks & Recreation				
Personnel Leasing Agreement	-	3,333.33	(3,333.33)	20,000.00
Reserves				
Infrastructure Capital Reserve	-	1,694.45	(1,694.45)	10,166.67
Interchange Maintenance Reserve	-	393.33	(393.33)	2,360.00
Total Field Operations Expenses	\$ 79,842.18	\$ 106,012.27	\$ (26,170.09)	\$ 636,073.60
Total Expenses	\$ 109,693.67	\$ 125,678.94	\$ (15,985.27)	\$ 754,073.60
Income (Loss) from Operations	\$ (98,507.99)	\$ (166.67)	\$ (98,341.32)	\$ (1,000.00)
<u>Other Income (Expense)</u>				
Interest Income	\$ 33.03	\$ 166.67	\$ (133.64)	\$ 1,000.00
Total Other Income (Expense)	\$ 33.03	\$ 166.67	\$ (133.64)	\$ 1,000.00
Net Income (Loss)	\$ (98,474.96)	\$ -	\$ (98,474.96)	\$ -

Myrtle Creek Improvement District
Budget to Actual
For the Month Ending 11/30/2018

	Oct-18	Nov-18	YTD Actual
<u>Revenues</u>			
On-Roll Assessments	\$ -	\$ 8,022.68	\$ 8,022.68
Developer Contributions	3,163.00	-	3,163.00
Money Market Reserve	-	-	-
Net Revenues	\$ 3,163.00	\$ 8,022.68	\$ 11,185.68
<u>General & Administrative Expenses</u>			
Legislative			
Supervisor Fees	\$ 800.00	\$ 800.00	\$ 1,600.00
Financial & Administrative			
Public Officials' Liability Insurance	3,250.00	-	3,250.00
Trustee Services	-	8,072.63	8,072.63
Management	3,333.33	3,333.33	6,666.66
Engineering	-	458.50	458.50
Dissemination Agent	-	-	-
Property Appraiser	-	1,432.00	1,432.00
District Counsel	-	-	-
Assessment Administration	7,500.00	-	7,500.00
Audit	-	-	-
Arbitrage Calculation	-	-	-
Travel and Per Diem	-	9.31	9.31
Telephone	-	11.88	11.88
Postage & Shipping	-	310.37	310.37
Copies	-	54.00	54.00
Legal Advertising	256.92	-	256.92
Bank Fees	-	-	-
Miscellaneous	-	-	-
Property Taxes	-	123.22	123.22
Web Site Maintenance	105.00	105.00	210.00
Dues, Licenses, and Fees	175.00	-	175.00
Total General & Administrative Expenses	\$ 15,420.25	\$ 14,431.24	\$ 29,851.49
<u>Field Operations</u>			
Electric Utility Services			
Electric	\$ -	\$ 78.69	\$ 78.69
Entry Lighting	-	15.67	15.67
Water-Sewer Combination Services			
Water Reclaimed	-	4,158.99	4,158.99
Stormwater Control			
Aquatic Contract	-	650.00	650.00
Lake/Pond Repair Reserve	-	-	-
Other Physical Environment			
General Liability Insurance	3,723.00	-	3,723.00
Property & Casualty Insurance	-	-	-
Auto Insurance	-	-	-
Irrigation	329.25	1,287.27	1,616.52
Landscaping Maintenance & Material	18,370.00	18,370.00	36,740.00
Tree Trimming	-	-	-
Flower & Plant Replacement	-	17,949.10	17,949.10
Contingency	-	-	-
Hurricane Cleanup	-	-	-

Myrtle Creek Improvement District
 Budget to Actual
 For the Month Ending 11/30/2018

	Oct-18	Nov-18	YTD Actual
Interchange Maintenance Expenses			
IME - Aquatics Maintenance	-	526.05	526.05
IME - Irrigation	-	-	-
IME - Landscaping	6,435.14	6,435.14	12,870.28
IME - Lighting	86.00	229.66	315.66
IME - Water Reclaimed	-	83.46	83.46
New Operational Field Expenses			
Trail Benches	-	-	-
Crosswalk Improvements	-	-	-
Road & Street Facilities			
Entry and Wall Maintenance	-	-	-
Streetlights	-	1,114.76	1,114.76
Parks & Recreation			
Personnel Leasing Agreement	-	-	-
Contingency			
Infrastructure Capital Reserve	-	-	-
Interchange Maintenance Reserve	-	-	-
Total Field Operations Expenses	\$ 28,943.39	\$ 50,898.79	\$ 79,842.18
Total Expenses	\$ 44,363.64	\$ 65,330.03	\$ 109,693.67
Income (Loss) from Operations	\$ (41,200.64)	\$ (57,307.35)	\$ (98,507.99)
<u>Other Income (Expense)</u>			
Interest Income	\$ 16.45	\$ 16.58	\$ 33.03
Total Other Income (Expense)	\$ 16.45	\$ 16.58	\$ 33.03
Net Income (Loss)	\$ (41,184.19)	\$ (57,290.77)	\$ (98,474.96)

Myrtle Creek Improvement District
FY 2019
Cash Flow Analysis

	Beg. Cash	FY18 Inflows	FY18 Outflows	FY19 Inflows	FY19 Outflows	End. Cash
10/1/2018	3,335.47	245,865.06	(240,227.53)	23,126.74	(30,098.67)	2,001.07
11/1/2018	2,001.07	27,308.95	(28,608.95)	39,860.94	(38,823.21)	1,738.80
12/1/2018	1,738.80	-	(396.21)	402,738.80	(10,712.46)	393,368.93 as of 12/16/2018
FY 19 Totals		273,174.01	(269,232.69)	465,726.48	(79,634.34)	

As of 12/16/2018

**Myrtle Creek Improvement District
Construction Tracking - mid-December**

	Amount
Series 2016 Bond Issue	
Original Construction Fund	\$ 513,425.32
Additions (Interest, Transfers from DSR, etc.)	210,756.38
Cumulative Draws Through Prior Month	(330,368.81)
	=====
Construction Funds Available	\$ 393,812.89
 Requisitions This Month	
Requisition #523: Orlando Sentinel	\$ (75.64)

Total Requisitions This Month	\$ (75.64)
	=====
Funds Remaining	\$ 393,737.25
 Committed Funding	
Performance Drive Phase 3 - August bid and October NTP	\$ -
	=====
Total Committed	\$ -
	=====
Net Uncommitted	393,737.25