

**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, June 19, 2018 at 4:37 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
Kam Shenai	Assistant Secretary
Kyle Scholl	Assistant Secretary (via phone)
Donald Tubbs	Assistant Secretary (via phone)

Also present were:

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

SECOND ORDER OF BUSINESS

Public Comment Period

There were no public comments at this time.

THIRD ORDER OF BUSINESS

**Consideration of the
Minutes of the May 15, 2018
Board of Supervisors'
Meeting**

Board Members reviewed the minutes from the May 15, 2018 Board of Supervisors' Meeting. Ms. Walden noted that District Counsel provided edits and those are included in the packet and the District Engineer provided edits that will be included.

On Motion by Mr. Da Silva, second by Mr. Macre, with all in favor, the Board of Supervisors for the Myrtle Creek Improvement District approved the Minutes of the May 15, 2018 Board of Supervisors' Meeting, as amended.

FOURTH ORDER OF BUSINESS

**Discussion Regarding
2018/2019 Budget**

Ms. Walden explained that District staff met with the Construction Committee and changed some of the line items of the budget but the overall amount remains the same. Mr. Da Silva asked which line items were affected. Ms. Walden responded that the landscaping maintenance contract line item increased by just over \$12,000.00, the crosswalk improvements line item was decreased by approximately \$18,500.00, and the streetlights line item increased by \$6,000.00. Mr. Macre asked if there were monies set aside for trail maintenance. Mr. Thacker stated that the Construction Committee left some funds in the crosswalk improvements line item to cover things like that and other hardscape items that come up. Mr. Da Silva asked Mr. Macre if he wanted the entire 3-mile stretch to be fixed. He responded that he thinks it can be fixed in spot areas and he will provide photos.

Ms. Walden brought the Board's attention to the line item for the Money Market Reserve Account under Revenues. She noted that the budgeted amount for Fiscal Year 2019 is the same as last year but the anticipated income amount is much less than that. She stated that the District currently has over \$400,000.00 in that account currently. She noted that Ms. Lane, the Accountant, does not think the District will reach the \$260,000.00 amount in FY 2018 and anticipates the District will use approximately \$73,000.00 out of that this year and to cover costs for next year the District will use approximately \$260,000.00 which will leave the District some money left over for Fiscal Year 2020. She added that this is something that the District will need to monitor because it will affect assessments moving forward. Mr. Shenai asked about the \$73,000.00. Ms. Walden responded that it is what the District is estimating is going to be used from the Money Market Reserve to cover the bills in addition to the on-roll assessments and off-roll assessments. Mr. Shenai suggested that the Total General line item should read Total Field Ops Expenses instead.

FIFTH ORDER OF BUSINESS

**Consideration of Resolution
2018-06, Re-Setting the
Date, Time and Location of
the Budget Public Hearing**

Ms. Walden explained that the Greenway and Boggy Creek Districts are raising assessments and they have moved their regularly scheduled meeting to a different date, time, and location. She asked the Board if they would like to change their meeting to the same date, time and location as well or keep the current date. She noted that District staff is involved with all three Districts and that the other Districts have moved the location to the Valencia College Lake Nona Campus. Mr. Da Silva asked if the other Districts anticipate a lot of people contesting, questioning, or attending the meeting because of the raise. Ms. Walden replied that in the past one of the Districts has had residents show up. Mr. Da Silva was concerned with Myrtle Creek meeting being delayed. Ms. Walden responded that the other meetings are happening at 3:30 p.m. and 5:00 p.m. A discussion took place about the location and time of the public hearing. Mr. Scholl asked if this was a one-time meeting and if all the other meetings will be at the previously scheduled time. Ms. Walden responded that this is only for the budget public hearing. Ms. Walden asked Mr. Scholl and Mr. Tubbs if they could make the meeting on August 23, 2018 at 3:00 p.m. Both Mr. Scholl and Mr. Tubbs indicated that they would be able to attend. Ms. Walden requested a motion to approve Resolution 2018-06, re-setting the date, time, and location of the budget to August 23, 2018 at 3:00 p.m. at the Valencia College Lake Nona Campus.

On Motion by Mr. Macre, second by Mr. Da Silva, with all in favor, the Board of Supervisors for the Myrtle Creek Improvement District approved Resolution 2018-06, Re-Setting the Date, Time and Location of the Budget Public Hearing to August 23, 2018 at 3:00 p.m. at the Valencia College Lake Nona Campus.

SIXTH ORDER OF BUSINESS

**Ratification of Operation
and Maintenance
Expenditures Paid in May
2018 in an amount totaling
\$46,289.00**

Board Members reviewed the Operation and Maintenance Expenditures paid in May 2018 in an amount totaling \$46,289.00.

On Motion by Mr. Macre, second by Mr. Shenai, with all in favor, the Board of Supervisors for the Myrtle Creek Improvement District ratified the Operation and Maintenance Expenditures paid in May 2018 in an amount totaling \$46,289.00.

SEVENTH ORDER OF BUSINESS

**Recommended Work
Authorization/Proposed
Services**

Mr. Kaufmann presented a Work Authorization to the Board from Central Florida Locating for \$1,125.00. He noted that this is an addition to the work that has already been authorized for the Performance Drive Extension Phase 3 Project. He stated that it consists of some additional borings as the District needs to locate some additional utilities out on Lake Nona Boulevard. Mr. Da Silva asked if they are Developer funded. Mr. Kaufmann responded that it is currently Developer funded.

On Motion by Mr. Macre, second by Mr. Da Silva, with all in favor, the Board of Supervisors for the Myrtle Creek Improvement District approved the Work Authorization from Central Florida Locating, Inc. in the amount of \$1,125.00 for Performance Drive Extension Phase 3.

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. Ms. Walden stated that the District's expenses are currently \$405,000.00 vs. a budget of \$523,000.00. The District is currently under budget through May by \$118,000.00. There was no action required.

Mr. Shenai asked if by the end of the year the District expects to be under budget. Ms. Walden responded that the District anticipates to be under budget by the end of the fiscal year but she thinks that some of the landscaping items have not gone through yet. Ms. Mackie stated that in the budget under Tab 2 of the agenda package there are estimates of what the totals might be but it is an educated guess. Mr. Shenai asked why the assessments aren't lowered if the total budget is not used. Mr. Macre stated that the District will put it into a reserve to ensure that when unexpected issues come up they can be addressed using that reserve account which the District has been doing the last few years and is the reason why assessments have not increased. Mr. Thacker stated that the assessments do not cover all the expenditures and the District is able to cover them because of the surplus from previous years. Mr. Flint asked if the other sister Districts follow this same process. Ms. Mackie responded that they do not and that Myrtle has had a significant carry forward from years in the past and has had operations and maintenance assessments in place for longer than the other two but the other Districts will level out as construction completes.

Mr. Shenai asked when Wellspring Drive is going to come under the District. Ms. Mackie stated that the District has acquired the first phase of Performance Drive and also has a Bond Team Financing Agreement to look at whether or not they should issue bonds for the payment of those hard infrastructure costs. Regardless of how that moves forward, Performance Drive Phase 1, 2, and 3 will ultimately be owned by the District. She added that next year the District should look at how to structure the Operations & Maintenance assessment component for that improvement. The District must identify the assessment area and provide proper notice as the District has not done because it is done the same time as the financing process. The District shouldn't move forward with it until the financing process is complete as it will incorporate that allocation into it. It's understood that this will be done in potentially one year and that is why it is Developer funded right now although the District owns and maintains it.

NINTH ORDER OF BUSINESS

Staff Reports

District Counsel – No Report

District Manager – No Report

District Engineer – No Report

Construction Supervisor – No Report

Landscaping Supervisor - Mr. Shenai asked about the state of the trees. Mr. Flint responded that the soil in the median is terrible. He spoke to a horticulturalist who said that they could try to treat it and over the course of one to three years there might be some improvement. The other option is to replace them. Mr. Flint recommended considering replacing the trees. Mr. Thacker noted that they could replace the magnolia trees with sabal palms which will flourish in that soil. Mr. Flint stated that if the Board is interested he will get proposals and bring them to the Board at the next meeting.

TENTH ORDER OF BUSINESS

**Supervisor Requests,
Audience Comments
& Adjournment**

Mr. Scholl reminded the other Board Members to complete and submit the Financial Disclosure Form 1 to the Supervisor of Elections and to also take care of their Seat if it is up for General Election. Ms. Walden noted that she also emailed the Board Members with the information on

Seats that are coming up for the General Election. There were no audience comments and no other business to discuss. Ms. Walden requested a motion to adjourn.

On Motion by Mr. Macre, second by Mr. Shenai, with all in favor, the June 19, 2018 Meeting of the Board of Supervisors for the Myrtle Creek Improvement District was adjourned.



Secretary/Assistant Secretary



Chair/Vice Chair