

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 18, 2020, 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
Kam Shenai	Assistant Secretary
John Lynaugh	Assistant Secretary
Kyle Scholl	Assistant Secretary

Also present were:

Jennifer Walden	PFM Group Consulting, LLC
Lynne Mullins	PFM Group Consulting, LLC
Tucker Mackie	Hopping Green & Sams
Larry Kaufmann	Construction Supervisor & Construction Committee member
Scott Thacker	District Landscape Supervisor & Construction Committee Member

SECOND ORDER OF BUSINESS

Public Comment Period

Ms. Walden asked if there were any members of the public present who would like to speak. She noted that there was no one from the public in attendance at this time.

THIRD ORDER OF BUSINESS

Consideration of the Minutes of the January 21, 2020 Board of Supervisors' Meeting

The Board reviewed the minutes from the January 21, 2020, Board of Supervisors' Meeting.

On Motion by Mr. Scholl, second by Mr. da Silva, with all in favor, the Board of Supervisors of the Myrtle Creek Improvement District approved the Minutes of the January 21, 2020, Board of Supervisors' Meeting.

FOURTH ORDER OF BUSINESS

Consideration of Mr. Macre's Resignation Letter & Naming a Replacement Supervisor for Seat 1

Ms. Walden noted Mr. Macre is no longer living in the District and has resigned from Seat 1. She requested a motion from the Board to accept his resignation.

On Motion by Mr. da Silva, second by Mr. Shenai, with all in favor, the Board of Supervisors of the Myrtle Creek Improvement District accepted Mr. Macre's Resignation Letter.

Ms. Walden called for nominations for Seat 1. She reminded the Board that the District still has the two resumes from the last time the District evaluated candidates to fill a vacancy. Mr. da Silva asked Ms. Walden if she could ask Village Walk to put out an email blast to give residents a chance to apply for the vacant seat. Mr. Lynaugh stated he will work with Ms. Walden to get the information out to the residents with the due date of March 9, 2020.

FIFTH ORDER OF BUSINESS

Consideration of Resolution 2020-06, Election of Officers

Ms. Walden noted the current list of officers is as follows: Mr. Macre as Chair, Mr. da Silva as Vice- Chair, Ms. Walden as Secretary, Mr. Scholl, Mr. Shenai, Mr. Lynaugh, and Ms. Mullins as Assistant Secretaries, Ms. Lane as Treasurer, Ms. Glasgow as Assistant Treasurer.

Ms. Walden noted that the Board is free to make changes as they see fit but recommended that employees of PFM stay in their current positions to handle things on the back end. The Board discussed the list of officers.

On Motion by Mr. Scholl, second by Mr. Lynaugh, with all in favor, the Board of Supervisors of the Myrtle Creek Improvement District approved Resolution 2020-06, Election of Officers, as follows: Mr. Bob da Silva as Chair, Mr. Kam Shenai as Vice-Chair, Ms. Jennifer Walden as Secretary, Mr. Kyle Scholl, Mr. John Lynaugh, and Ms. Lynne Mullins as Assistant Secretaries, Ms. Amanda Lane as Treasurer, Ms. Jennifer Glasgow as Assistant Treasurer.

SIXTH ORDER OF BUSINESS

Public Hearing on the Amended and Restated Rules of Procedure

- a) Public Comments and
Testimony**
- b) Board Comments**
- c) Consideration of
Resolution 2020-07,
Adopting the Amended
and Restated Rules of
Procedure**

Ms. Walden noted the public hearing was properly noticed. She requested a motion to open the public hearing.

On Motion by Mr. Scholl, second by Mr. da Silva, with all in favor, the Board of Supervisors for the Myrtle Creek Improvement District opened the Public Hearing.

Ms. Walden noted for the record that there were no members of the public present. She requested a motion to close the public hearing.

On Motion by Mr. Scholl, second by Mr. da Silva, with all in favor, the Board of Supervisors for the Myrtle Creek Improvement District closed the Public Hearing.

Ms. Walden noted Resolution 2020-07 includes the Amended and Restated Rules of Procedure recommended to the Board at the last meeting.

Ms. Mackie added that included behind Resolution 2020-07 are the clean versions of the Amended and Restated Rules of Procedure that the Board saw in redlined format at the previous meeting along with a memorandum summarizing the changes, including an update regarding legislative changes over the past four years and efficiencies that were created with changed verbiage.

On Motion by Ms. Da Silva, second by Mr. Shenai, with all in favor, the Board of Supervisors for the Myrtle Creek Improvement District approved Resolution 2020-07, Adopting the Amended and Restated Rules of Procedure.

SEVENTH ORDER OF BUSINESS

Ratification of Operation and Maintenance Expenditures paid in January 2020, in an amount totaling \$93,345.03

Board Members reviewed the Operation & Maintenance expenditures paid in January 2020 in an amount totaling \$93,345.03. Ms. Walden noted that these have been approved and paid and just need to be ratified by the Board.

On Motion by Mr. Scholl, second by Mr. Shenai, with all in favor, the Board of Supervisors of the Myrtle Creek Improvement District ratified Operation and Maintenance Expenditures Paid in January 2020 in an amount totaling \$93,345.03.

EIGHTH ORDER OF BUSINESS

Recommended Work Authorization/Proposed Services

Mr. Kaufmann stated there are none for this District.

NINTH ORDER OF BUSINESS

Review of District's Financial Position and Budget to Actual YTD

The Board reviewed the District financials through January 31, 2020. Ms. Walden noted that the District has had expenses totaling \$202,000.00 vs. a budget of \$334,000.00. The overall adopted budget is just over \$1,000,000.00. The District is currently running under budget. No action is required by the Board.

Mr. Shenai had various questions about the District finances. His questions were answered by District staff. Mr. Thacker will check on the landscape line item in question.

Mr. Shenai asked questions about the budget and assessments as well as when the Enclave lots were platted. Ms. Walden will check to see when the lots were platted. Mr. Shenai asked about the impact of KPMG and if it will be platted. Ms. Walden noted that it depends on when the CO is done. A discussion took place. Mr. Shenai asked if Ms. Lane can provide a five month projection for the next meeting. Ms. Walden stated that the plan with the budget is over the next two months the District will have Construction Committee Meetings and District staff will work on putting together the budget and bring it to the Board at the April meeting for review. Then at the May meeting, District staff will bring it back with all the necessary changes for the Board to adopt the proposed budget. Then a public hearing will probably be set for August in which to approve the final budget. Mr. Scholl recommended the Board come up with solutions prior to the residents looking at the budget in August.

Mr. Scholl asked about the vacant seat on the Board and if the Board should invite a representative from KPMG and asked if they have to be a residential homeowner to serve on the Board. Ms. Mackie responded that the new Board Member must be a registered voter living within the boundaries of the District. If there is a representative of KPMG who also meets those qualifications, it would be great to have them on the Board. Mr. Scholl noted his neighbor is an employee of USTA. A discussion took place about having a resident Board Member who is an employee of KPMG or USTA.

TENTH ORDER OF BUSINESS

Staff Reports

District Counsel –	No Report
District Manager –	Ms. Walden noted that the next meeting is scheduled for Tuesday, March 17, 2020.
District Engineer –	No Report
Construction Supervisor –	No Report

Irrigation Specialist –

No Report

ELEVENTH ORDER OF BUSINESS

Supervisor Requests, Audience Comments & Adjournment

Mr. da Silva asked if the District should exclude Jr. Davis Construction from doing future work in the District as they caused the collapse on the road and affected residents of Village Walk as well as KPMG and the District. A discussion took place about who would be the alternative. Ms. Mackie will look into the District's ability to remove them from the pre-qualified Contractor list and will provide the list for the next meeting. She added that the District could go out for a request for proposal if there a technical inability to exclude them from an Invitations to Bid to Previously Prequalified Contractors.. Mr. Lynaugh noted that, by next month's meeting, the District will know how it will be settled.

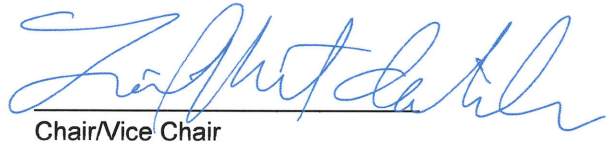
Mr. Shenai discussed the documents he prepared. He noted residents are looking for transparency and asking how the Board operates, how the budget is created, and where they spend the money. Mr. Scholl asked District Counsel to consider the official legal mandate and bring it back to the Board. Ms. Mackie noted she can provide some comments on the document and how it can be incorporated through the website.

There was no other business to discuss. Ms. Walden requested a motion to adjourn.

On Motion by Mr. da Silva second by Mr. Scholl, with all in favor, the February 18, 2020 Meeting of the Board of Supervisors of the Myrtle Creek Improvement District was adjourned.



Secretary/Assistant Secretary



Chair/Vice Chair