

**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 19, 2019 at 5:02 p.m. at the 6900 Tavistock Lakes Blvd., Suite 200, Orlando, FL 32827.

Board Members listed below constituted a quorum.

Jeff Macre	Chair (via phone)
Bob da Silva	Vice-Chair
Kam Shenai	Assistant Secretary
Kyle Scholl	Assistant Secretary
John Lynaugh	Assistant Secretary

Also present were:

Jennifer Walden	PFM Group Consulting, LLC
Tucker Mackie	Hopping Green & Sams (via phone)
Jeff Newton	Donald W. McIntosh Associates
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.

THIRD ORDER OF BUSINESS

**Consideration of the Minutes
of the October 29, 2019 Board
of Supervisors' Meeting**

The Board reviewed the minutes from the October 29, 2019 Board of Supervisors' Meeting.

On Motion by Mr. da Silva, second by Mr. Shenai, with all in favor, the Board of Supervisors of the Myrtle Creek Improvement District approved the Minutes of the October 29, 2019 Board of Supervisors' Meeting.

FOURTH ORDER OF BUSINESS

**Consideration of Resolution
2020-03, Adopting an
Amended Budget for FY 2019**

Ms. Walden explained that the District did not exceed its total budget but there were several line items that went over the threshold of 10% or \$10,000.00. The District is required to do an amended budget 60 days after the close of the fiscal year.

Mr. Shenai asked which line items went over the threshold. Ms. Walden responded with a list of the line items in question. Mr. Scholl asked if the District is still under budget. Ms. Walden said yes. Ms. Mackie added that District staff made adjustments to the adopted Fiscal Year 2020 Budget to the line items they knew were increasing. Mr. Shenai asked if the Fiscal Year 2020 Budget was included. Ms. Walden stated that the Fiscal Year 2020 Budget is not included with this resolution as it's only for Fiscal Year 2019. Ms. Mackie asked if it was included in the District financial position later in the agenda. Mr. Shenai said that he did not see it, but Ms. Walden confirmed that the Fiscal Year 2020 Budget is included in the District financials which is the last agenda item in the agenda packet.

Mr. Shenai asked about the Water Reclaimed line item in the Fiscal Year 2020 Adopted Budget. He questioned if it increased. Mr. da Silva responded that the Board approved the line item already knowing of the increase. Mr. Shenai asked if the District was under budget for Fiscal Year 2019. Ms. Walden replied that expenditures did not exceed what was budgeted.

On Motion by Mr. Scholl, second by Mr. Shenai, with all in favor, the Board of Supervisors of the Myrtle Creek Improvement District approved Resolution 2020-03, Adopting an Amended Budget for FY 2019.

FIFTH ORDER OF BUSINESS

Ratification of Operation and Maintenance Expenditures Paid in October 2019 in an amount totaling \$89,792.76

The Board reviewed the Operation and Maintenance Expenditures Paid in October 2019 in an amount totaling \$89,792.76. Ms. Walden stated that these have all been approved and paid and just need to be ratified by the Board.

Mr. Scholl asked if this is Cepra's first time doing the District's landscaping. Ms. Walden replied yes. Mr. Scholl asked how they are doing. Mr. Thacker responded that they are doing really well. Mr. Da Silva has received comments from other residents that they are driving up onto the landscaping just like other vendors in the area.

Mr. Shenai stated that he did not think the lawn had been mowed in a long time on the median by the Enclave resident's gate onto the main gate. Mr. Thacker will look into it and noted that Cepra is doing a little bit less right now due to construction activities but once construction is over he expects them to do extra work to put things back into shape. He is monitoring it.

Mr. Lynaugh asked if this was typical of what once month's expenditures looks like. Mr. da Silva said yes but he thought the District usually had the receipts included in the stack behind it. Ms. Walden responded that it might have gotten missed and she will ensure they are included for future meetings. Mr. Scholl asked

what the District purchased from Hathaway. Mr. Thacker replied it was some cypress trees that died in the median.

On Motion by Mr. Scholl, second by Mr. da Silva, with all in favor, the Board of Supervisors of the Myrtle Creek Improvement District ratified Operation and Maintenance Expenditures Paid in October 2019 in an amount totaling \$89,792.76.

SIXTH ORDER OF BUSINESS

**Recommended Work
Authorization/Proposed
Services**

Mr. Kaufmann stated there are none for this District.

SEVENTH ORDER OF BUSINESS

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

Ms. Walden explained that the first three pages show the actuals overall and then the next three pages are broken down by every month for Fiscal Year 2019. After that are the financials for Fiscal Year 2020 which started October 1, 2019. Ms. Walden noted that the District is currently under budget for Fiscal Year 2020. No action is required by the Board.

Mr. Shenai asked if the assessments will start coming in in a month or two. Ms. Walden said they have slowly started coming in. Mr. da Silva asked if there was a cash flow issue. Ms. Walden replied no because the District still has money in the Money Market Account and the General Reserve Account.

Mr. Lynaugh asked if the money is sent to the District as it is received and how do they know how much to send the District. Ms. Walden said whatever the Tax Collector collects for the District is sent over with a file detailing what they have collected.

EIGHTH ORDER OF BUSINESS

Staff Reports

District Counsel –

No Report

District Manager –

Ms. Walden noted that the next meeting is scheduled for Tuesday, December 17, 2019.

Mr. da Silva asked if District staff is good at putting the County or the Contractor on notice because he has people mentioning to him the damage they are seeing. Ms. Mackie stated that letters have been provided to the County, City and Contractor and said that the District is monitoring this and at the end of their project they will be doing a final accounting and they are responsible for all the damages.

Mr. Scholl asked Mr. Kaufmann if the Lake Nona Boulevard project was on track. Mr. Kaufmann said yes March of 2020 is the goal. Ms. Mackie suggested the District time Mr. Thacker's initial correspondence to them for an accounting of what the District estimates at the February timeframe to put them on notice of materials that the District demands to be replaced and amounts so it rolls into their completion of the project. Mr. Scholl stated that the District did have plans to do some landscape improvements which the District held off on due to the construction. He suggested the Board remain patient with the improvements until others are held accountable for replacing the landscaping first. Mr. Thacker agreed with that statement. A Board Member asked if someone will create a detailed list of everything the District expects the Contractor to do. Mr. Thacker said yes.

Mr. Shenai asked about the trail. Mr. Thacker responded that repairs started today and they were able to fix 12 sections but someone from the City stopped them because they did not install a temporary trail. Mr. Kaufmann stated that in the past the City has required the District to build a secondary trail on the other side of the road while the first one is being repaired. The Board and District staff agreed that a secondary trail is not reasonable. Mr. Kaufmann stated that District staff will need to find out who talked to the Contractor and get it resolved.

District Engineer – No Report
Construction Supervisor – No Report
Irrigation Specialist – No Report

NINTH ORDER OF BUSINESS

**Supervisor Requests,
Audience Comments
& Adjournment**

Ms. Walden called for Supervisor requests. Hearing none, she requested a motion to adjourn.

On Motion by Mr. Scholl, second by Mr. Shenai, with all in favor, the November 19, 2019 Meeting of the Board of Supervisors of the Myrtle Creek Improvement District was adjourned.


Secretary/Assistant Secretary


Chair/Vice Chair