

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, December 17, 2019 at 5:00 p.m. at the 6900 Tavistock Lakes Blvd., Suite 200, Orlando, FL 32827.

Board Members listed below constituted a quorum.

Jeff Macre	Chair (joined at 5:03 p.m. via phone)
Bob da Silva	Vice-Chair
Kam Shenai	Assistant Secretary
John Lynaugh	Assistant Secretary
Kyle Scholl	Assistant Secretary (joined at 5:03 p.m. via phone)

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

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 November 19, 2019 Board of Supervisors' Meeting

The Board reviewed the minutes from the November 19, 2019 Board of Supervisors' Meeting.

On Motion by Mr. da Silva, second by Mr. Lynaugh, with all in favor, the Board of Supervisors of the Myrtle Creek Improvement District approved the Minutes of the November 19, 2019 Board of Supervisors' Meeting.

FOURTH ORDER OF BUSINESS

Consideration of Resolution 2020-04, Setting Public Hearing to Adopt Amended

and Restated Rules of Procedures

a) Memorandum of Updated Provisions of the District's Rules of Procedures

b) Redlined Rules of Procedure

Ms. Mackie explained that this resolution would schedule the requisite public hearing necessary for the District to adopt revised Rules of Procedure. District staff is recommending that the public hearing be held at the same date, time, and location as the District's February Board Meeting. Also included within the agenda package is a memorandum outlining the changes being requested with respect to the Rules of Procedure as well as a redlined copy of the Rule of Procedure. These were included in the agenda materials today so the Board would have an opportunity to review them in advance of the public hearing on February 18, 2020. Ms. Mackie asked if there were any questions from the Board.

Mr. Shenai asked what the big changes were. Ms. Mackie responded that the changes are outlined in the memorandum and identified by page number and topic. Some are necessitated by changes in Florida Statute, which the District had already been implementing over time. The District does not amend the Rules of Procedure every year but they incorporate the changes into their process. The Rules of Procedure are updated every 3-4 years.

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 Resolution 2020-04, Setting Public Hearing to Adopt Amended and Restated Rules of Procedures for February 18, 2020 at 5:00 p.m. at 6900 Tavistock Lakes Blvd., Suite 200, Orlando, FL 32827.

Kyle Scholl and Jeff Macre joined the meeting in progress via phone at 5:03 p.m.

FIFTH ORDER OF BUSINESS

Ratification of Operation and Maintenance Expenditures Paid in November 2019 in an amount totaling \$3,314.46

Board Members reviewed the Operation & Maintenance expenditures paid in November 2019 in an amount totaling \$3,314.46. Ms. Walden noted that these have been approved and paid and just need to be ratified by the Board.

On Motion by Mr. Lynaugh, 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 November 2019 in an amount totaling \$3,314.46.

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

The Board reviewed the District financials through the end of November 2019. Ms. Walden noted that the District has had expenses totaling over \$108,000.00. Mr. Shenai noted that the revenue for the District has started coming in. No action is required by the Board.

Mr. Shenai asked what the Other Landscape Maintenance line item in the amount of \$64,000.00 was for. Ms. Walden said that she will look into it and let him know what the District had quantified for that. Mr. Shenai stated that the County Club wall is coming up and asked if they are part of Myrtle Creek and asked if they contribute. Mr. Da Silva noted that they will be contributing to all the work done in the District and will dilute the cost for the residents. A discussion took place.

EIGHTH ORDER OF BUSINESS

Staff Reports

District Counsel –	No Report
District Manager –	Ms. Walden noted that the next meeting is scheduled for Tuesday, January 21, 2020.
District Engineer –	No Report
Construction Supervisor –	Mr. Kaufmann updated the Board on the trail repair. They started the work but got shut down. Mr. Newton stated that the sidewalk contractor is set to recommence at the first of the year as a special use permit from the City is needed to proceed.
Irrigation Specialist –	Not Present

NINTH ORDER OF BUSINESS

Supervisor Requests, Audience Comments & Adjournment

Mr. Shenai asked if Lake Nona Boulevard is still on schedule for March. Mr. Kaufmann confirmed that is the latest schedule however after being on site he thinks it will be tough to get it done in that timeframe. Mr. Lynaugh asked if contractors will redo both sides of the road. Mr. Kaufmann stated that the city will redo the road.

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

On Motion by Mr. Scholl, second by Mr. Lynaugh, with all in favor, the December 17, 2019 Meeting of the Board of Supervisors of the Myrtle Creek Improvement District was adjourned.


Secretary/Assistant Secretary


Chair/Vice Chair