

# **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, July 21, 2020, at 5:00 p.m. via telephonic conferencing due to the COVID-19 Executive Orders 20-52, 20-69, & 20-123

Present via conference call:

Bob Da Silva	Chairman
Kam Shenai	Vice-Chair
Kyle Scholl	Assistant Secretary
John Lynaugh	Assistant Secretary
Marsha Leed	Assistant Secretary

Also, attending via phone:

Jennifer Walden	PFM
Lynne Mullins	PFM
Tucker Mackie	Hopping Green & Sams
Jeff Newton	Donald W. McIntosh Associates, Inc.
Larry Kaufmann	Construction Supervisor & Construction Committee Member
Scott Thacker	District Landscape Supervisor & Construction Committee Member
Chris Wilson	Construction Committee Member

## **SECOND ORDER OF BUSINESS**

### **Public Comment Period**

Ms. Walden noted for the record there were no public comments at this time.

## **THIRD ORDER OF BUSINESS**

### **Discussion Regarding Executive Orders 20-52, 20-69, & 20-123**

Ms. Walden noted that included in the packet are Executive Orders 20-52, 20-69, 20-123 which state that the District can hold their meetings via telephonic conferencing due to the COVID-19 situation. Also, included is a proof of the ad that was placed for today's meeting which notes those executive orders as well as the telephonic conferencing information.

**FOURTH ORDER OF BUSINESS**

**Consideration of the Minutes  
of the June 16, 2020, Auditor  
Selection Committee Meeting**

Board Members reviewed the minutes from the June 16, 2020, Auditor Selection Committee Meeting.

On Motion by Mr. Da Silva, second by Mr. Shenai, with all in favor, the Board of Supervisors for the Myrtle Creek Improvement District approved the Minutes of the June 16, 2020, Auditor Selection Committee Meeting.

**FIFTH ORDER OF BUSINESS**

**Consideration of the Minutes  
of the June 16, 2020, Board of  
Supervisors' Meeting**

Board Members reviewed the minutes from the June 16, 2020, Board of Supervisors' Meeting.

On Motion by Mr. Shenai, second by Mr. Da Silva, with all in favor, the Board of Supervisors for the Myrtle Creek Improvement District approved the Minutes of the June 16, 2020, Board of Supervisors' Meeting.

Mr. Wilson joined the meeting via phone.

**SIXTH ORDER OF BUSINESS**

**Consideration of Extending  
the Existing Lake Nona  
Central – Boulevard and  
Roadways Landscape and  
Irrigation Maintenance  
Services Agreement with  
Cepra**

Mr. Thacker explained the District approved a landscape maintenance contract last year with Cepra and has the option to extend the contract for up to an additional two years. Based on Cepra's performance he recommended the Board authorize the District to extend the contract with Cepra.

On Motion by Mr. Da Silva, second by Mr. Lynaugh, with all in favor, the Board of Supervisors for the Myrtle Creek Improvement District accepted the recommendation to extend Cepra's Contract another year.

**SEVENTH ORDER OF BUSINESS**

**Review of Fiscal Year 2021  
Operations & Maintenance  
Budget**

Ms. Walden stated she did not have any changes but wanted to bring it to the Board in case there was anything the Board wanted to address today or have the District Staff address prior to the Budget adoption.

Mr. Shenai provided a summary of the Budget. There were no questions and no action required by the Board.

#### **EIGHTH ORDER OF BUSINESS**

#### **Ratification of Operation and Maintenance Expenditures paid in June 2020 in an amount totaling \$65,794.13**

Board Members reviewed the Operation and Maintenance Expenditures paid in June 2020 in an amount totaling \$65,794.13.

On Motion by Mr. Shenai, second by Ms. Leed, with all in favor, the Board of Supervisors for the Myrtle Creek Improvement District ratified the Operation and Maintenance Expenditures paid in June 2020 in an amount totaling \$65,794.13.

#### **NINTH ORDER OF BUSINESS**

#### **Recommendation of Work Authorizations/Proposed Services**

Mr. Kaufmann stated that there were no work authorizations for this Board.

#### **TENTH 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 June 30, 2020. The District has expenses of \$564,000.00 vs. an overall budget of just over \$1,000,000.00. No action is required by the Board.

Mr. Shenai updated the Board on the different line items.

Mr. Shenai asked for clarification on Construction Fund Tracking. Ms. Mackie clarified when the District issued the Series 2016 Bonds it recognized that the work contained in the CIP was largely completed as described in the Engineer's Report. The District's allocation for the acquisition of two storm water ponds associated with the interchange will likely move forward within the coming months and the amount remaining in the Construction Fund is reserved specifically for Myrtle's proportionate share of the acquisition of those ponds.

Ms. Leed requested an updated timeline of the completion of the Construction on Lake Nona Boulevard. Mr. Shenai replied the structural course should be completed this week and the work will begin on the friction course next week and should take no more than 3 weeks weather permitting.

## ELEVENTH ORDER OF BUSINESS

### Staff Reports

District Counsel –

Ms. Mackie explained the current Executive Order will expire on August 1, 2020, which provides for the waiver of the Sunshine Law of requirement allowing the District to conduct their meetings virtually.

Ms. Walden noted the meeting is scheduled for Monday, August 17, 2020, at 5:00 p.m. to be held in Village Walk. District Management booked the Courtyard Orlando Lake Nona as a backup.

Ms. Mackie suggested that if the District doesn't know if Village Walk is going to be available by a date determined by Ms. Mullins, that she goes ahead and advertise the meeting for the Marriott. Ms. Mullins will confirm a deadline date by tomorrow and let District staff know.

District Manager –

No Report

District Engineer –

No Report

Construction Supervisor –

Mr. Kaufmann stated staff reported a pedestrian crossing at Lake Nona Boulevard had been damaged by a vehicle and the City was alerted and started repairs a few days ago. Mr. Shenai stated the repairs has not been started. Mr. Kaufmann will confirm tomorrow and let District staff know the status of the repairs.

District Landscape Supervisor – No Report

## TWELFTH ORDER OF BUSINESS

### Supervisor and Audience Comments & Adjournment

There were no Supervisor requests or audience comments. Ms. Walden requested a motion to adjourn.

On Motion by Mr. Shenai, second by Mr. Lynaugh, with all in favor, the July 21, 2020, meeting of the Board of Supervisors for the Myrtle Creek Improvement District was adjourned.

  
Secretary/Assistant Secretary

  
Chair/Vice Chair