

# **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 16, 2021, at 5:00 p.m. at Courtyard Orlando Lake Nona, 6955 Tavistock Lakes Blvd, Orlando, FL 32827.

Present:

Bob da Silva	Chairman	
Kyle Scholl	Assistant Secretary	(via phone @ 5:01 p.m.)
John Lynaugh	Assistant Secretary	
Marsha Leed	Assistant Secretary	

Also attending:

Jennifer Walden	PFM	
Lynne Mullins	PFM	(via phone)
Tucker Mackie	Hopping Green & Sams	(via phone)
Deb Sier	Hopping Green & Sams	(via phone)
Jeff Newton	Donald W. McIntosh Associates	(via phone)
Larry Kaufmann	Construction Supervisor & Construction Committee Member	(via phone)
Scott Thacker	District Landscape Supervisor	(via phone @ 5:03 p.m.)

## **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**

### **Consideration of the Minutes of the January 19, 2021, Board of Supervisors' Meeting**

Mr. Scholl joined the meeting via phone at 5:01 p.m.

Board Members reviewed the minutes from the January 19, 2021, Board of Supervisors' Meeting.

On Motion by Mr. da Silva, second by Mr. Lynaugh, with all in favor, the Board of Supervisors for the Myrtle Creek Improvement District approved the Minutes of the January 19, 2021, Board of Supervisors' Meeting.

#### **FOURTH ORDER OF BUSINESS**

#### **Ratification of Operation and Maintenance Expenditures Paid in January 2021 in an amount totaling \$40,798.41**

Board Members reviewed Operation and Maintenance Expenditures Paid in January 2021 in an amount totaling \$40,798.41. These have already been approved and just need to be ratified by the Board.

On Motion by Ms. Leed, second by Mr. da Silva with all in favor, the Board of Supervisors for the Myrtle Creek Improvement District ratified the Operation and Maintenance Expenditures Paid in January 2021 in an amount totaling \$40,798.41.

#### **FIFTH ORDER OF BUSINESS**

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

There were no work authorizations for the Board.

#### **SIXTH 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 January. The District has total expenses of \$208,500.00 vs a budget of \$919,000.00. No action is required by the Board.

District staff is continuing to keep an eye on the irrigation repairs line item as it is trending over budget.

#### **SEVENTH ORDER OF BUSINESS**

#### **Staff Reports**

##### District Counsel –

Mr. Lynaugh asked Ms. Mackie if she knew if the Governor is going to extend the State of Emergency past the end of February. Ms. Mackie replied she does not have any additional information regarding the State of Emergency. A prior Executive Order waived the requirements that the District hold a physical quorum for purposes of conducting its meetings but that is no longer in place. Ms. Mackie does not expect it to be reinstated.

##### District Manager –

Ms. Walden noted the next meeting is scheduled for Tuesday, March 16, 2021, which is Spring Break week. Mr. Scholl will email Ms. Walden and let her know if he will be in town or if he will need to call in to the meeting.

Ms. Walden noted there are excess funds in the Myrtle Creek ID 2016 Reserve Account in the amount of \$1,835.77. Per the second

Supplemental Trust Indenture, excess funds due to income earnings can be applied as directed by the District. Back in October 2019, the District directed the Trustee to remit those funds to be held with the District's Reserve monies. She asked for direction from the Board. The Board directed the Trustee to leave the excess funds in the Myrtle Creek ID 2016 Reserve Account to accrue more interest.

District Engineer –

No Report

Construction Supervisor –

A Board Member asked Mr. Kauffmann for an update on the School District's plan for the sidewalk on the Village Walk side of Lake Nona Boulevard. Mr. Kaufmann answered he spoke with the School District who sent him a site plan and they will be putting in a sidewalk. Mr. Kaufmann will send the site plan to Ms. Walden who will send it to Mr. Lynaugh.

District Landscape Supervisor- No Report

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

#### **Supervisor and Audience Comments & Adjournment**

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

On Motion by Mr. Lynaugh, second by Mr. da Silva, with all in favor, the February 16, 2021, meeting of the Board of Supervisors for the Myrtle Creek Improvement District was adjourned.

  
Secretary/Assistant Secretary

  
Chair/Vice Chair