

# Myrtle Creek Improvement District

12051 Corporate Boulevard Orlando, FL 32817; 407-723-5900

[www.myrtlecreekid.org](http://www.myrtlecreekid.org)

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The following is the proposed agenda for the upcoming Meeting of the Board of Supervisors for the Myrtle Creek Improvement District which will be held Tuesday, April 21, 2020 at 5:00 p.m. using telephonic conferencing due to the COVID-19 Executive Orders 20-52 & 20-69. The proposed agenda for this Board Meeting is found below.

Please use the following information to join the telephonic conferencing:

Phone: 1-844-621-3956 Participant Code: 796 580 192#

## BOARD OF SUPERVISORS' MEETING AGENDA

### Organizational Matters

- Roll Call to Confirm a Quorum
- Public Comment Period
- Discussion with Commissioner Jim Gray
- 1. **Discussion regarding Executive Orders 20-52 & 20-69**
- 2. **Consideration of the Minutes of the February 18, 2020 Board of Supervisors' Meeting**
- 3. **Consideration of Appointment to Board Vacancy for Seat 1**
- 4. **Consideration of Resolution 2020-08, General Election**

### Business Matters

- **Appointment of Auditor Selection Committee**
- **Consideration of Appointment to Construction Committee**
- **Discussion Regarding Lake Nona Blvd Landscape and Irrigation Damages**
- 5. **Review of FY 2021 Operations & Maintenance Budget**
- 6. **Ratification of Operation and Maintenance Expenditures Paid in February 2020 in an amount totaling \$143,071.98 and Operation and Maintenance Expenditures Paid in March 2020 in an amount totaling \$86,667.64**
- 7. **Recommendation of Work Authorization/Proposed Services *(if applicable)***
- 8. **Review of District's Financial Position and Budget to Actual YTD**

### Other Business

- A. Staff Reports
  - 1. District Counsel
  - 2. District Manager
  - 3. District Engineer
  - 4. Construction Supervisor
- B. Supervisor Requests
  - 1. Guiding Principles Discussion

### Adjournment



# **MYRTLE CREEK IMPROVEMENT DISTRICT**

**Executive Orders  
20-52 & 20-69**

# STATE OF FLORIDA

## OFFICE OF THE GOVERNOR

### EXECUTIVE ORDER NUMBER 20-52

(Emergency Management - COVID-19 Public Health Emergency)

**WHEREAS**, Novel Coronavirus Disease 2019 (COVID-19) is a severe acute respiratory illness that can spread among humans through respiratory transmission and presents with symptoms similar to those of influenza; and

**WHEREAS**, in late 2019, a new and significant outbreak of COVID-19 emerged in China; and

**WHEREAS**, the World Health Organization previously declared COVID-19 a Public Health Emergency of International Concern; and

**WHEREAS**, in response to the recent COVID-19 outbreak in China, Iran, Italy, Japan and South Korea, the Centers for Disease Control and Prevention (“CDC”) has deemed it necessary to prohibit or restrict non-essential travel to or from those countries; and

**WHEREAS**, on March 1, 2020, I issued Executive Order number 20-51 directing the Florida Department of Health to issue a Public Health Emergency; and

**WHEREAS**, on March 1, 2020, the State Surgeon General and State Health Officer declared a Public Health Emergency exists in the State of Florida as a result of COVID-19; and

**WHEREAS**, on March 7, 2020, I directed the Director of the Division of Emergency Management to activate the State Emergency Operations Center to Level 2 to provide coordination and response to the COVID-19 emergency; and

**WHEREAS**, as of March 9, 2020, eight counties in Florida have positive cases for COVID-19, and COVID-19 poses a risk to the entire state of Florida; and

**WHEREAS**, the CDC currently recommends community preparedness and everyday prevention measures be taken by all individuals and families in the United States, including voluntary home isolation when individuals are sick with respiratory symptoms, covering coughs and sneezes with a tissue and disposal of the tissue immediately thereafter, washing hands often with soap and water for at least 20 seconds, using of alcohol-based hand sanitizers with 60%-95% alcohol if soap and water are not readily available and routinely cleaning frequently touched surfaces and objects to increase community resilience and readiness for responding to an outbreak; and

**WHEREAS**, the CDC currently recommends mitigation measures for communities experiencing an outbreak including staying at home when sick, keeping away from others who are sick, limiting face-to-face contact with others as much as possible, consulting with your healthcare provider if individuals or members of a household are at high risk for COVID-19 complications, wearing a facemask if advised to do so by a healthcare provider or by a public health official, staying home when a household member is sick with respiratory disease symptoms if instructed to do so by public health officials or a health care provider; and

**WHEREAS**, as Governor, I am responsible for meeting the dangers presented to this state and its people by this emergency.

**NOW, THEREFORE, I, RON DESANTIS**, as Governor of Florida, by virtue of the authority vested in me by Article IV, Section (1)(a) of the Florida Constitution, Chapter 252, Florida Statutes, and all other applicable laws, promulgate the following Executive Order to take immediate effect:

Section 1. Because of the foregoing conditions, I declare a state of emergency exists in the State of Florida.

Section 2. I designate the Director of the Division of Emergency Management (“Director”) as the State Coordinating Officer for the duration of this emergency and direct him to execute the State’s Comprehensive Emergency Management Plan and other response, recovery, and mitigation plans necessary to cope with the emergency. Additionally, I designate the State Health Officer and Surgeon General as a Deputy State Coordinating Officer and State Incident Commander.

Pursuant to section 252.36(1)(a), Florida Statutes, I delegate to the State Coordinating Officer the authority to exercise those powers delineated in sections 252.36(5)-(10), Florida Statutes, which he shall exercise as needed to meet this emergency, subject to the limitations of section 252.33, Florida Statutes. In exercising the powers delegated by this Order, the State Coordinating Officer shall confer with the Governor to the fullest extent practicable. The State Coordinating Officer shall also have the authority to:

A. Seek direct assistance and enter into agreements with any and all agencies of the United States Government as may be needed to meet the emergency.

B. Designate additional Deputy State Coordinating Officers, as necessary.

C. Suspend the effect of any statute, rule, or order that would in any way prevent, hinder, or delay any mitigation, response, or recovery action necessary to cope with this emergency.

D. Enter orders as may be needed to implement any of the foregoing powers; however, the requirements of sections 252.46 and 120.54(4), Florida Statutes, do not apply to any such orders issued by the State Coordinating Officer; however, no such order shall remain in effect beyond the expiration of this Executive Order, to include any extension.

Section 3. I order the Adjutant General to activate the Florida National Guard, as needed, to deal with this emergency.

Section 4. I find that the special duties and responsibilities resting upon some State, regional, and local agencies and other governmental bodies in responding to the emergency may require them to suspend the application of the statutes, rules, ordinances, and orders they administer. Therefore, I issue the following authorizations:

A. Pursuant to section 252.36(1)(a), Florida Statutes, the Executive Office of the Governor may suspend all statutes and rules affecting budgeting to the extent necessary to provide budget authority for state agencies to cope with this emergency. The requirements of sections 252.46 and 120.54(4), Florida Statutes, do not apply to any such suspension issued by the Executive Office of the Governor; however, no such suspension shall remain in effect beyond the expiration of this Executive Order, to include any extension.

B. Each State agency may suspend the provisions of any regulatory statute prescribing the procedures for conduct of state business or the orders or rules of that agency, if strict compliance with the provisions of any such statute, order, or rule would in any way prevent, hinder, or delay necessary action in coping with the emergency. This includes, but is not limited to, the authority to suspend any and all statutes, rules, ordinances, or orders which affect leasing, printing, purchasing, travel, and the condition of employment and the compensation of employees. For the purposes of this Executive Order, “necessary action in coping with the emergency” means any emergency mitigation, response, or recovery action: (1) prescribed in the State Comprehensive Emergency Management Plan (“CEMP”); or (2) ordered by the State Coordinating Officer. The requirements of sections 252.46 and 120.54, Florida Statutes, shall not apply to any such suspension issued by a State agency; however, no such suspension shall remain in effect beyond the expiration of this Executive Order, to include any extensions.



C. In accordance with section 465.0275, Florida Statutes, pharmacists may dispense up to a 30-day emergency prescription refill of maintenance medication to persons who reside in an area or county covered under this Executive Order and to emergency personnel who have been activated by their state and local agency but who do not reside in an area or county covered by this Executive Order.

D. In accordance with section 252.38, Florida Statutes, each political subdivision within the State of Florida may waive the procedures and formalities otherwise required of the political subdivision by law pertaining to:

- 1) Performance of public work and taking whatever prudent action is necessary to ensure the health, safety, and welfare of the community;
- 2) Entering into contracts; however, political subdivisions are cautioned against entering into time and materials contracts without ceiling as defined by 2 CFR 200.318(j) or cost plus percentage contracts as defined by 2 CFR 200.323(d);
- 3) Incurring obligations;
- 4) Employment of permanent and temporary workers;
- 5) Utilization of volunteer workers;
- 6) Rental of equipment;
- 7) Acquisition and distribution, with or without compensation, of supplies, materials, and facilities; and,
- 8) Appropriation and expenditure of public funds.

E. All State agencies responsible for the use of State buildings and facilities may close such buildings and facilities in those portions of the State affected by this emergency, to the extent necessary to meet this emergency. I direct each State agency to report the closure of any State

building or facility to the Secretary of the Department of Management Services. Under the authority contained in section 252.36, Florida Statutes, I direct each County to report the closure of any building or facility operated or maintained by the County or any political subdivision therein to the Secretary of the Department of Management Services. Furthermore, I direct the Secretary of the Department of Management Services to:

- 1) Maintain an accurate and up-to-date list of all such closures; and,
- 2) Provide that list daily to the State Coordinating Officer.

Section 5. I find that the demands placed upon the funds appropriated to the agencies of the State of Florida and to local agencies are unreasonably great and the funds currently available may be inadequate to pay the costs of coping with this emergency. In accordance with section 252.37(2), Florida Statutes, I direct that sufficient funds be made available, as needed, by transferring and expending moneys appropriated for other purposes, moneys from unappropriated surplus funds, or from the Budget Stabilization Fund.

Section 6. All State agencies entering emergency final orders or other final actions in response to this emergency shall advise the State Coordinating Officer contemporaneously or as soon as practicable.

Section 7. Medical professionals and workers, social workers, and counselors with good and valid professional licenses issued by states other than the State of Florida may render such services in Florida during this emergency for persons affected by this emergency with the condition that such services be rendered to such persons free of charge, and with the further condition that such services be rendered under the auspices of the American Red Cross or the Florida Department of Health.



Section 8. All activities taken by the Director of the Division of Emergency Management and the State Health Officer and Surgeon General with respect to this emergency before the issuance of this Executive Order are ratified. This Executive Order shall expire sixty days from this date unless extended.



ATTEST:

  
SECRETARY OF STATE

IN TESTIMONY WHEREOF, I have hereunto set my hand and caused the Great Seal of the State of Florida to be affixed, at Tallahassee, this 9th day of March, 2020.

  
RON DESANTIS, GOVERNOR

FILED  
2020 MAR -9 PM 5:52  
TALLAHASSEE, FLORIDA

# STATE OF FLORIDA

## OFFICE OF THE GOVERNOR

### EXECUTIVE ORDER NUMBER 20-69

(Emergency Management – COVID-19 – Local Government Public Meetings)

**WHEREAS**, on March 1, 2020, I issued Executive Order 20-51 directing the Florida Department of Health to issue a Public Health Emergency as a result of COVID-19; and

**WHEREAS**, on March 1, 2020, the State Surgeon General and State Health Officer declared a Public Health Emergency exists in the State of Florida as a result of COVID-19; and

**WHEREAS**, on March 9, 2020, I issued Executive Order 20-52 declaring a state of emergency for the entire State of Florida as a result of COVID-19; and

**WHEREAS**, on March 16, 2020, President Donald J. Trump and the Centers for Disease Control and Prevention (“CDC”) issued the “15 Days to Slow the Spread” guidance advising individuals to adopt far-reaching social distancing measures, such as working from home and avoiding gatherings of more than 10 people; and

**WHEREAS**, on March 17, 2020, I wrote a letter to Attorney General Ashley Moody seeking an advisory opinion regarding concerns raised by local government bodies about their ability to hold meetings through teleconferencing and other technological means in order to protect the public and follow the CDC guidance regarding social distancing; and

**WHEREAS**, on March 19, 2020, Attorney General Ashley Moody delivered an opinion to me indicating that certain provisions of Florida law require a physical quorum be present for local government bodies to conduct official business, and that local government bodies may only conduct meetings by teleconferencing or other technological means if either a statute permits a quorum to be present by means other than in person, or that the in person requirement for constituting a quorum is lawfully suspended during the state of emergency; and

**WHEREAS**, it is necessary and appropriate to take action to ensure that COVID-19 remains controlled, and that residents and visitors in Florida remain safe and secure;

**NOW, THEREFORE, I, RON DESANTIS**, as Governor of Florida, by virtue of the authority vested in me by Article IV, Section (1)(a) of the Florida Constitution, Chapter 252, Florida Statutes, and all other applicable laws, promulgate the following Executive Order to take immediate effect:

Section 1. I hereby suspend any Florida Statute that requires a quorum to be present in person or requires a local government body to meet at a specific public place.

Section 2. Local government bodies may utilize communications media technology, such as telephonic and video conferencing, as provided in section 120.54(5)(b)2., Florida Statutes.

Section 3. This Executive Order does not waive any other requirement under the Florida Constitution and "Florida's Government in the Sunshine Laws," including Chapter 286, Florida Statutes.

Section 4. This Executive Order shall expire at the expiration of Executive Order 20-52, including any extension.



IN TESTIMONY WHEREOF, I have hereunto set my hand and caused the Great Seal of the State of Florida to be affixed, at Tallahassee, this 20th day of March, 2020

  
RON DESANTIS, GOVERNOR

ATTEST:

  
SECRETARY OF STATE

2020 MAR 20 AM 9:38

FILED

**MYRTLE CREEK IMPROVEMENT DISTRICT  
NOTICE OF PUBLIC MEETINGS HELD DURING PUBLIC HEALTH EMERGENCY  
DUE TO COVID-19**

Notice is hereby given that the Board of Supervisors (“**Board**”) of the Myrtle Creek Improvement District (“**District**”) will hold a regular meeting of the Board of Supervisors and Audit Committee meeting on April 21, 2020, at 5:00 p.m., to be conducted by means of communications media technology, pursuant to Executive Orders 20-52 and 20-69 issued by Governor DeSantis on March 9, 2020, and March 20, 2020, respectively, and pursuant to Section 120.54(5)(b)2., *Florida Statutes*. The Audit Committee meeting will take place immediately following the adjournment of the regular meeting of the Board of Supervisors. The Audit Committee will review, discuss and establish the minimum qualifications and evaluation criteria that the District will use to solicit audit services. The Board of Supervisors meeting is being held for the necessary public purpose of reviewing the Fiscal Year 2021 Operations & Maintenance Budget and at such time the Board is so authorized and may consider any business that may properly come before it.

*While it is necessary to hold the above referenced meeting of the District’s Board of Supervisors utilizing communications media technology due to the current COVID-19 public health emergency, the District fully encourages public participation in a safe and efficient manner. Toward that end, anyone wishing to listen and participate in the meeting can do so telephonically at 1-844-621-3956; Access Code: 796 580 192. Additionally, participants are encouraged to submit questions and comments to the District Manager in advance at (407) 723-5900 to facilitate the Board’s consideration of such questions and comments during the meeting.*

A copy of the agenda may be obtained at the offices of the District Manager, c/o PFM Group Consulting, LLC, 12051 Corporate Boulevard, Orlando, Florida 32817, Phone: (407) 723-5900 (“**District Manager’s Office**”) during normal business hours or from the District’s website at <https://www.myrtlecreekid.org/>.

The meetings are open to the public and will be conducted in accordance with the provisions of Florida law for community development districts. The meetings may be continued to a date, time, and place to be specified on the record at such meeting. There may be occasions when Board Supervisors or District Staff may participate by speaker telephone.

Any person requiring special accommodations at these meetings because of a disability or physical impairment should contact the District Manager’s Office at least forty-eight (48) hours prior to the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1, or 1-800-955-8771 (TTY) / 1-800-955-8770 (Voice), for aid in contacting the District Manager’s Office.

Each person who decides to appeal any decision made by the Board with respect to any matter considered at these meetings is advised that person will need a record of proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which such appeal is to be based.

Jennifer Walden  
District Manager

# **MYRTLE CREEK IMPROVEMENT DISTRICT**

**Minutes of the February 18, 2020  
Board of Supervisors' Meeting**

# **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

**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

# **MYRTLE CREEK IMPROVEMENT DISTRICT**

**Appointment to Board Vacancy for Seat 1**

# ASIF AHMED

11717 Savona Way  
Orlando, FL 32827

(563) 271-5509  
aa80237@hotmail.com

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## PROFESSIONAL EXPERIENCE

### **COBHAM LIFE SUPPORT, DAVENPORT, IA**

**2006 TO PRESENT**

(Also known as Carleton Life Support Systems Inc., Cobham Life Support is a leading manufacturer of oxygen and nitrogen gas generating equipment for aerospace and defense applications. A business unit of Cobham plc, UK with annual sales of \$3.5B.)

#### **Business Development Manager**

Directly responsible for capturing all large-scale multi-year programs. Annual program capture exceeds \$100M.

### **BANDAG, INC., MUSCATINE, IA [Acquired by Bridgestone Corporation]**

**1997 TO 2006**

(Publicly traded global manufacturer of premium retread rubber, retreading equipment, and truck maintenance services with annual sales of approximately \$1 billion.)

#### **Market Research Analyst**

Developed and implemented a new vehicle maintenance business for Bandag.

#### **Advanced R&D Engineer**

Conducted research on reliability and durability of truck tires using advanced structural modeling tools.

### **UNIVERSITY OF ILLINOIS AT URBANA-CHAMPAIGN, URBANA, IL**

#### **Visiting Lecturer**

Taught undergraduate courses in Statics and Structural Dynamics.

### **BANGLADESH UNIVERSITY OF ENGINEERING & TECHNOLOGY, DHAKA, BANGLADESH**

#### **Lecturer, Civil Engineering**

Taught courses in Reinforced Concrete Design, Engineering Materials, Numerical Analysis.

## EDUCATION

**University of Iowa, Iowa City, IA**  
Master of Business Administration

**Bangladesh University of Engineering and Technology, Dhaka, Bangladesh**  
Master of Science in Civil Engineering  
Bachelor of Science in Civil Engineering (First Class with Honors)





## Candido L Otero, MD

11949 Charlton Lane

Orlando FL 32827

407-883-4389

[clotero52@gmail.com](mailto:clotero52@gmail.com)

### **Education:**

East Central University Medical School, Dominican Republic 1982-1986

Turabo University BBA Degree Gurabo, Puerto Rico 1969-1971

Puerto Rico Jr. College San Juan, Puerto Rico 1968-1969

Medical Residencies: LSU- Shreveport, LA; U. Florida- Jacksonville, FL

Fellowships: U. Florida- Jacksonville, FL; Moffitt Cancer Center- Tampa, FL

### **Employment:**

Retired Pathologist Veterans Administration (multiple VISNs) since 11/2012

CPA with Deloitte and Touche 1971-1981

### **Community Involvement:**

Member, VillageWalk Gym Committee 2016-current

City Of Orlando's Mayor's Academy 2016

City of Orlando's Citizen's Police Academy 2017

Home Owner in VillageWalk since 7/2012

Resident of City of Orlando, District 1 since 11/2012

Registered Voter with OC Supvr of Elections Precinct 431 since 11/13/2012

### **Hobbies:**

Music- I play Saxophone, Piano, Guitar (6 and 12 string), Harmonica

Reading

Tournament Level Domino player

Member, Domino Club "Las America" Orlando, FL





# Elliott Pettit

11838 Nautica Dr.  
Orlando, FL 32827  
[elliott.pettit@gmail.com](mailto:elliott.pettit@gmail.com)

## RESUME SUMMARY

Engaging leader, drawing from a diverse management background in the sports industry, is able to lead teams and achieve meaningful results to positively affect change within his industry.

## CAREER OBJECTIVE

To obtain a meaningful and challenging position where I can use my passion for people make a positive impact on the lives of those with whom I interact.

## WORK EXPERIENCE

### National Director- Program Development, United States Tennis Association; FL - 2016-Present

- Annually develop and execute the USTA Program Development Strategy to be implemented by 17 Section Offices and over 150 staff members throughout the United States
  - Program Development Areas- USTA Schools, USTA Community Engagement & Activations, Adult Social Play, Cardio Tennis, and National Intro to Tennis
- Annually optimize a \$2.5M operating budget to ensure foundational programs achieving maximum impact through personnel, training, partnerships, grants, fulfillment, and events
- Maintain and grow the network of over 16,000 teachers introducing tennis in PE Class
- Created partnership between USTA and GoNoodle to exponentially increase the reach and visibility of tennis in schools and to further the cause of healthy activity for children
- Created partnership between USTA and professional players Sloane Stephens, Madison Keys, and the Bryan Brothers to enroll them into the cause of our Net Generation brand
- A lead author of USTA Net Generation School Tennis curriculum with SHAPE America to ensure standards-based lessons for Physical Education teachers
- A lead author of USTA Net Generation School Team Tennis manual for Middle and High School tennis teams
- Contributing author of USTA Net Generation Certified Coach Curriculum
- Staff Member on multiple National Volunteer Committees under President Katrina Adams
- Staff Member of USTA National Volunteer Youth Council under President Patrick Galbraith
- Responsible for the growth and development of eight direct reports

### Junior Program Lead, USTA Billie Jean King National Tennis Center; NY – 2013-2016

- Coordinated, managed and trained participants and the Professionals at the NTC
- Created and maintained standards of excellence for junior program with over 40 class offerings and 400 participants per week
- Developed and maintained program curriculum consisting of technical and tactical standards for junior tennis at all levels
- Managed 15 Professional instructors and responsible for leading group training, motivating effective teams, setting yearly performance goals and ensuring goals and budget are met
- Hosted interactive parent resource presentations to preserve and foster relationships with parents of over 400 children
- Created school visit and prep curriculum program enjoyed by over 4000 children per year
- Designed and implemented agenda for Guinness Book of World Records "Largest Tennis Lesson" awarded to National Tennis Center in March 2014
- On-court emcee during BNP Paribas- Tennis Night in America at Madison Square Garden



**US Open Tennis Championships; NY – 2013-2016**

- Emcee and feature presenter for US Open Coaches Series hosted by American Express
- Responsible for providing daily professional programming for AMEX Fan Experience to US Open tennis patrons for duration of US Open
- Announced and escorted players in US Open Player Operations

**Tennis Professional, Orchard & East Hills; Grand Rapids, MI – 2010-2013**

- Lead private, semi-private, and group classes to a membership of all ages and abilities
- Created lasting relationships with membership and private clientele and created membership value by creation of new classes and offerings
- Head Coach to multiple successful USTA women's travel teams and responsible for leading group practices, scheduling matches with opposing teams and managing team conflicts
- Created first club-wide monthly newsletter, "The Service Line" to better communicate and serve membership to aid program growth and professional development
- Hosted weekly "parent-teacher conference" sessions to ensure clear and aligned goals with parents of tournament-level players

**Director of Tennis, Hyatt Regency Resort****Tennis Professional, iTUSA Academy; Scottsdale, AZ – 2010**

- Lead private, semi-private, and group classes for Hyatt guests
- On-court work with Junior Academy players, Top-20 Nationally Ranked players, and WTA Professional Meghann Shaughnessey
- Managed tennis pavilion staff, budget, scheduling, and maintained relationships with local and regional partners
- Match analysis and premiere scouting reports for ATP and WTA touring professionals David Ferrer, Guillermo Garcia-Lopez and Shahar Peer

**EDUCATION**

- **Ohio University - Graduation May 2021**  
Master of Sport Administration
- **Mississippi State University - Graduated 2017**  
Master of Business Administration - Summa Cum Laude
- **Ferris State University – Graduated 2008**  
Bachelor of Science, Marketing & Professional Tennis Management - Cum Laude
- **Michigan State University – Attended 2002-2003**

**TRAINING**

- USTA High Performance Certified
- USPTA Certified Elite Professional
- PTR Certified Professional Adult & 10 and Under Tennis
- Ferris State University Men's Tennis Team
- Ferris State PTM Student Body President
- Improvisation Training- The Magnet Theater, New York

## REFERENCES

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February 28, 2020

Myrtle Creek Improvement District  
12051 Corporate Boulevard  
Orlando, FL 32817

Dear District Managers and Board Members:

I am sending you my resume in order to be considered for your open Board Member position. I am a registered architect with over 24 years of experience, and have had the privilege of serving on various municipal boards in the past.

I only moved to Village Walk from the Hudson Valley area of New York ten months ago but I am very familiar with the Lake Nona area. My daughter has lived in Laureate Park for five years, and I have been coming here for frequent visits. In that time, I have watched the exponential growth of Lake Nona, and I would love to be able to be a part of your agency in order to help shepherd this process in the future.

As you can see from my resume, I believe that it's very important to be involved in my community. I was a member of my town Planning Board for 9 years, a member of my local AIA Chapter Board of Directors for 3 years, a legislatively appointed member of the Dutchess County (New York) Environmental Management Council for 8 years, and actively involved with several committees of the USGBC (U.S. Green Building Council).

My architectural career has encompassed working on a wide variety of projects. I have worked for several multi-discipline firms, where architectural designs are just one element of the total project. I have collaborated closely with civil engineers and landscape architects on site planning. I've also worked hard to focus on sustainability and environmental issues in the office and in the community, and have been a LEED Accredited Professional for over 10 years. Prior to becoming an architect, I was co-owner of a successful antiques business. Having spent many years building and running a small business has proven to be a good foundation for my architectural career.

I hope you agree that my professional experience would be an asset to the Myrtle Beach Improvement District Board of Supervisors and I look forward to the opportunity to discuss this in the near future.

Sincerely,  
Marsha Leed, AIA, LEED AP  
Cell: 914-489-3326  
Email: [mzleed@yahoo.com](mailto:mzleed@yahoo.com)

## **Marsha Z. Leed, AIA, LEED AP**

12015 Modena Lane, Orlando, Florida 32827

Cell: (914)489-3326 E-mail: [mzleed@yahoo.com](mailto:mzleed@yahoo.com)

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### **Career Profile**

Architect and Project Manager who has worked for over 24 years developing creative approaches to design and construction. Extensive knowledge of project scheduling, public bid procedures, contracts, budgets, and building codes, as well as diverse experiences in meeting client needs.

I have been involved in hundreds of projects, both large and small, and my work at multi-discipline architecture/engineering firms has given me experience in both building and site design. Projects include:

- Master Planning for public school campus in Westchester County, NY, including environmental coordination and public presentations
- Development of numerous large scale projects as part of school district bond-funded proposals in New York state, including public presentations
- "Main Street" rehabilitation of downtown storefronts and streetscapes as part of Master Planning for a small city in Rockland County, NY, including a series of public meetings to present the project.
- Evaluation and redesign of all parking lots/paved areas for large school district (10 different schools) in Ulster County, NY to improve traffic flow and safety.
- LEED feasibility studies to help different municipalities improve their approach to sustainability
- Membership on Steering Committees (monthly meetings) as part of my work managing projects for several public school districts, including frequent coordination meetings with school district officials.

### **Professional Experience**

#### **Current Employer:**

**Interplan LLC, Orlando, Florida**

#### **Architectural Project Manager**

Interplan LLC is a full-service architecture and engineering firm that specializes in restaurant, retail, banking, grocery, and hospitality design and construction, with over 150 employees.

#### **Previous Employer in New York:**

**H2M architects + engineers, Westchester, New York**

#### **Senior Architect/Project Manager**

H2M architects + engineers is a multi-disciplined firm with over 400 employees in 8 offices. As a Sr. Architect/Project Manager I was involved in educational, commercial and municipal projects with budgets up to \$40M.

#### **R & M Leed Antiques (self-employed), Hopewell Junction, N.Y.**

#### **Antiques Dealer, 1980-1996**

Established an antiques business specializing in the buying and selling of pre-1840 furniture and accessories. Maintained inventory, financial statements, scheduling and exhibitions in shows throughout the Northeast.

### **Service to Community and Profession**

#### ▪ **Planning Board Member, Town of Wappinger, N.Y. (2007-2016)**

The Town of Wappinger, Dutchess County, is in the Hudson Valley region of New York State, with a population of 27,000. The Planning Board consists of seven members, who are appointed by the Town Board. The Planning Board reviews all applications for land subdivisions, site plans, and special use permitting. The Town of Wappinger Planning Board also functions as the town's Architectural Review Board, and coordinates engineering reviews, including SEQOR (NY State Environmental Quality Review), traffic analysis, wetlands regulations and flood plain permitting. The Planning Board meets twice per month in public sessions.

The largest project that came before the Planning Board while I was a member (in 2014) was the approval and coordination of a \$1B, 10-year plan by New York City for a bypass tunnel to be built under the Hudson River that connects in the Town of Wappinger to link to the water supply for the City. We held coordination meetings with NYC engineers for several years and a series of public informational sessions and hearings.



- **Dutchess County Environmental Management Council (EMC) Member (2011- 2019)**

Appointment to 2 year term, and reappointment to consecutive terms, by Dutchess County Legislature to advise and educate county and local governments and the public on environmental issues. The EMC coordinates with local conservation advisory councils, conservation boards and public agencies. In addition to our monthly meetings, we planned numerous educational forums, some of which were geared to providing environmental information for municipal officials and others for the general public.

As part of my involvement on the EMC, I also served on the LID (Low Impact Development) and the Fossil Fuel Reduction committees. In 2017 we were tasked by the Legislature to develop a plan for fossil fuel reduction to be implemented county-wide. We issued a comprehensive report with recommendations outlining steps that Dutchess County could undertake, including being certified as a Climate Smart Community.

- **Board of Directors member, American Institute of Architects (AIA) Westchester + Hudson Valley Chapter (2014 – 2017)**

AIA WHV represents over 680 local members, with a mission to achieve a “more humane built environment and a higher standard of professionalism” for architects throughout Westchester County and the Hudson Valley region of New York State. The chapter covers Westchester, Rockland, Putnam, Dutchess, Orange, Ulster and Sullivan Counties and is the second largest AIA chapter in NYS (second only to NYC). The Board of Directors meets once per month to plan member meetings and educational seminars, and work on advocacy for the architectural profession.

- **USGBC (U.S. Green Building Council)**

The USGBC New York Upstate Chapter offers education, outreach, advocacy, and activities for individuals interested in green building in 55 counties in New York State. USGBC coordinates the LEED professional credential program, which promotes sustainable environments.

I have been a LEED Accredited Professional for over 10 years, and an active member of the NY Upstate Chapter. I served in 2 leadership positions during this time:

- Co-Chair, Advocacy Committee, U.S. Green Building Council Upstate NY Chapter (2012-2016)
- National Volunteer Co-Chair for “Leadership with LEED” program, U.S. Green Building Council (2012-2014)

## **Professional Licenses**

New York State Registered Architect

LEED Accredited Professional, BD+C (Building Design + Construction)





**TRUDY JEAN EVANS – Cell – 954.263.4960**

## **SUMMARY OF QUALIFICATIONS**

Experienced Leader and Professional with years of experience in Administration, Organizational Development, Performance Management, Strategic Planning, Training, Selling, Negotiating, Meeting Facilitation, Corporate Retreats, Executive Coaching, and Client Management/Development with small businesses and corporate clients.

### **BOARD EXPERIENCE**

#### **Broward County Florida Small Business Economic Development Advisory Board**

*Board Member* 2008-2009

*Vice-Chair* 2009-2010

#### **Broward Alliance**

*Board Member* 2010-2011

#### **The Woodlands at Carolina – Community Neighborhood Board**

*Board Member* 2010-2011

*Secretary* 2011-2012

*Treasurer* 2012-2013

*Vice President* 2013-2014

*President* 2014-2019

### **PROFESSIONAL EXPERIENCE**

#### **The Raven Group, Inc. – Lake Nona, Florida**

*President* September 1998 - Present

Co-owner of a national consulting company that helps individuals reach their desired potential through customized training, organizational development and executive services

#### **Spherion Corporation – Ft. Lauderdale, Florida**

*VP Corporate Services* March 1997 – September 1998

Responsible for the corporate facility, vendor relationships, internal administrative functions, internal/external meetings and the travel function.

- Maintained 61,000 square foot facility, which included new construction, office reconfiguration and the creation and implementation of office standards within the corporate service center.
- Oversaw administrative functions, which included reception, office services, mail and copy center, travel functions, corporate café services and catering services for both field and corporate based employees.
- Oversaw external 3-5 day recognition events hosting from 100 – 250 guests in various locations throughout the United States and Canada.
- Oversaw regional and corporate based meetings hosting in excess of 2000 guests.

#### **VP Training, Organizational Development**

*April 1993 - March 1997*

Responsible for design, development, implementation and delivery of all training programs based on company operations and expectations for corporate and field based employees. Also responsible for all internal marketing and communication efforts, which included artistic design, packaging and a tiered communication approach



- Lead the instruction of core curriculum, regional based and workshop sessions for over 4000 attendees throughout a 4-year period.
- Oversaw the evaluation and modification of training deliverables to ensure continuous improvement and success.
- Created and implemented cultural training that went beyond product knowledge.
- Created and oversaw the implementation of a new customized employee orientation based on company culture and values. This customization included a mentoring program, classroom session and recognition program.
- Created an in-house graphic/video department to further enhance various methods of communication.
- Designed, developed and implemented various self-directed learning modules. These modules included Alpha and Beta testing to ensure materials met user needs and expectations. Sessions include field orientation and PC based operations training.
- Created and hosted a town hall style meeting featuring the Chairman of the Board, Chief Operating Officer and Chief Financial Officer on a quarterly basis.
- Won Department of the Year in 1996.

Other customized programs and workshops developed and delivered include:

- Business Development • Customer Satisfaction • Profit Impact • Risk Management
- Train the Trainer • Behavioral Interviewing • Leadership Training • Sales and Operations

***Senior Director – National Accounts***

***April 1991 – April 1993***

Responsible for all national account activity for United States field offices.

- Created new department, which sold and coordinated sales activity for over 600 offices nationwide establishing national account relationships with Fortune 500 companies.
- Implemented a centralized billing process thus creating a streamlined invoice process for both clients and field offices whereby established profitability within 4 month of operations.
- Participated on original internal presidential team that created, developed and implemented Interim On-Premise business.

***Area Director – Branch Operations***

***July 1987 – April 1991***

Responsible for Multi-unit Company owned field offices. Duties included profit and loss, sales and marketing, and recruiting and staffing of nine local offices.

- Consistently increased overall revenue/sales 15% each year.
- Increased overall ROS from 3% to 7% and managed accounts receivables less than 45 days.
- Won prestigious President's award in 1989 and 1990.

***Regional Director – Franchise Operations***

***July 1984 – June 1987***

Responsible for 150 franchise offices located east of the Mississippi. Acted as a business consultant to assist franchise owners in sales, marketing, recruiting, accounts payable/receivable, payroll, site selection and internal growth of their organization.

- Opened 75 new offices during three-year period.
- Consistently held highest regional growth rate within division for 1985, 1986 and 1987.

***Branch Manager – Ft. Lauderdale Office***

***August 1983 – June 1984***

Responsible for sales, marketing, recruiting, hiring, retention accounts receivable payable, payroll and supervision of over 125 flexible staff employees and 3 permanent employees turning

a profit within one year of supervisio





**Melissa Mann**  
**12031 Modena Ln**  
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**Orlando VA Medical Center**  
**13800 Veterans Way**  
**Orlando, FL 32827**

### **Supervisory Interior Designer**

As the Lead Interior Designer for the Orlando VA Healthcare System, I manage a comprehensive Interior Design program, including all design aspects and finishes for a new 1.3 million SF Orlando VA Medical Center recently constructed on a 65-acre campus in Medical City at Lake Nona in SE Orange County, Florida, as well as an existing legacy campus comprised of 1.0 million SF in Baldwin Park.

For the new construction campus, I worked directly with two architectural firms: RLF in Orlando and Ellerbe Becket (AECOM) in Washington D.C. I served as the liaison between the architectural firms, Facility Management Service and the associated client Services, acting as the advisor and the design coordinator.

I worked with Contractors, monitoring work schedules, punch lists, RFI's (Request for Information) and project timelines. I reviewed final working drawings, shop drawings and specifications. I made recommendations on materials, maintenance concerns, Infection Control guidelines, ADA requirements, safety issues and fire protection. I evaluated bid proposals, and reviewed construction documents. On-site construction walk-throughs were scheduled weekly.

In addition, I am responsible for the existing legacy campus, serving an area of 90,000 veteran patients, as well as outlying clinics in Viera, Daytona Beach, Port Orange, Clermont, Kissimmee, Tavares, Orange City, Deltona and Palm Bay.

On a quarterly basis, provide input and budget projections for the preparation of project cost estimates. Develop and maintain a 5-year Interior Design budget plan for (3) Fund Control Points.

Specify requirements for 2237 requisitions for the purchase of furniture, fixtures, and equipment (FFE).  
 Oversee Purchase Orders for all micro purchases (\$10,000 and under) within 3 Fund Control Points.  
 Prepare SOW (Statement of Work) for ongoing 2237 transactions through Contracting.

On a weekly basis, prepare test-fits and review office layouts for interior architectural projects to achieve both office function and ergonomics, in conjunction with outside Space Management contractor. Work with the Contractor to maintain a furniture inventory and database for furniture stored at an offsite warehouse.

I initiated and conduct weekly "site visits" with my Space Management vendor to provide expert advice and guidance to the Executive Team, and the various client Services regarding functional space arrangements and flow. The Space Management vendor provides a proposed AutoCAD layout. Once that is approved, I initiate orders for the required furnishings, finishes, and labor. I schedule and coordinate the project with the Service – much of the work must be done on off hours. I manage and approve the work of all outside contractors, installers, and fabricators, as well as skilled VA shop personnel to ensure their effectiveness and compliance through project completion.

Conduct pre-and post-occupancy evaluations for both the existing facility and construction site.

Review design proposals involved in production of precision technical plans, blueprints, shop drawings, and models for compliance with project requirements.

Assess contractor and vendor performance to assure contractual compliance with the terms and conditions of design, blueprints, drawings, and models of construction contracts. If needed, suggest alternative solutions, and coordinate with engineers, architects and designers.

Provide technical solutions to funding requirements to ensure continued progress and success in financially constrained program (Value Engineering).

Provide final approval of standard paint colors, flooring, furnishings and legacy finishes.

Participate in evaluating, selection and negotiation of contracts for Design work, and outside Contractors - including developing interview questions and sitting on interview panels.

Work closely with the real estate acquisition specialists (CO) within Contracting in evaluating new clinic sites and leased facilities. Serve as a voting board member on the Source Selection Evaluation Board (SSEB) – responsible for evaluating offeror's proposals to determine technical acceptability.

Provide ongoing Project Management for aging legacy facilities: extensive renovation, modernization and restoration, including asbestos remediation, and ADA compliance.

Evaluates and determines the disposition of new, replacement, excess and damaged furniture/furnishings.

Develops and maintains a comprehensive resource library of interior design literature and samples.

Member: OVAMC Facility Space Management Team, OVAMC Clinical Space Work, and Group OVAMC Moves Committee, OVAMC Site Selection Committee.

Orlando VA Medical Center  
 5201 Raymond  
 Orlando, FL 32803

### Interior Designer

#### Duties, Accomplishments and Related Skills:

I am responsible for the existing Orlando VA Medical Center, serving an area of 90,000 veteran patients, & outlying clinics in Viera, Daytona Beach, Port Orange, Clermont, Kissimmee, Lake Nona, Leesburg, & Orange City comprising a total of 972,000 square feet.

Also, oversee all design aspects and finishes for the new 1.3 million sf Medical Center which is being constructed on a 65-acre campus in SE Orange County. The center will have a large multi specialty outpatient clinic, 134-inpatient beds, 120-community living center beds, a 60-bed domiciliary & administrative & support services. The VA will be co-located with the University of Central Florida College of Medicine, the Burnham Institute, the University of Florida Academic and Research Center and Nemours Children's Hospital in the Lake Nona area known as the "Medical City."

COR Certification - December 2011.

Within the last year:

- Developed an Interior Design Request Form for all interior design work within the facility.
- Use Excel to track Requests, costs, turn around and project completion dates.
- Developed facility-wide standards for the following: public bathroom finishes, modular carpet, paint colors, vinyls for patient and staff seating, cubicle curtains, LVT, VCT, tile, task seating.
- Researched, sit-tested and instituted (2) standard facility-wide ergonomic task chairs for use by all staff.
- Selected as a Presenter for national NeoCon East 2012 Conference in Baltimore: How to Develop a Custom Art Program for Healthcare Facilities.
- Interviewed for Interior Design Interns, and brought (2) interns on board - both interns have used their experience to obtain paying positions within the field.
- Remodeled existing Interior Design Office for additional work stations, conference and work areas.
- Refreshed Phlebotomy area.
- Instituted recurring weekly site visits and documented follow-up with outside Space Management contractor.
- Designed and opened PTSD facilities in Port Orange and Daytona Beach.
- Extensive refresh of Continuing Longterm Care unit.
- Designed and furnished new Patient Advocate Suite & offices.
- Re-designed Lake Nona ID office to accommodate multiple work stations and using facility standard furniture.
- Purchased & installed art in Lake Nona FMS spaces.
- Re-designed Police office at Lake Nona to accommodate multiple work stations & equipment.
- Installed new furniture in Domiciliary.
- Worked with Mental Health Service to re-locate key staff at Lake Nona site.



- Designed and opened new Chapel for CLC.
- Replaced patient seating in Prosthetics waiting.
- Developed long-term patient seating replacement program for Baldwin, Daytona, Leesburg, Viera outlying clinics.
- Attended VA Interior Design training at NeoCon 2012 in Chicago.

### **Louis A. Johnson VA Medical Center**

**1 Medical Center Drive**

**Clarksburg, WV 26301**

### **Interior Designer**

Duties, Accomplishments and Related Skills:

Responsible for all design aspects of the VA Medical Center and clinics.

Developed a facility wide art program with emphasis on regional and military themes as they relate to WV and Louis Johnson. Installed a Louis Johnson theme wall featuring an oil portrait as well as Mr. Johnson's contribution to the nation, state and medical center.

Winner of the National VHA Communications award - History Category.

Submitted a proposal to be a speaker at both 2011 NeoCon conferences (how to develop a custom art program).

Prepared cost estimates to cover furnishings required for projects in budget submissions utilizing bid process (\$1,000,000+ projects).

To facilitate large project activations, designated space for a sample showroom where Nurse Managers, Infection Control and Housekeeping can assist in evaluating furnishings prior to purchase.

Responsible for complex signage and wayfinding systems, building, room numbering systems.

Coordinated all phases of projects with appropriate officials. Presented oral, written or graphic proposals to secure approvals.

Provided advice and information on a wide range of projects, including project status, progress and or problems to Chief and upper level management as required.

Interviewed clients, management and office personnel to define scope of work, analyze work functions and requirements, gather data relating to details of furniture, equipment, utilities and other special needs. Prepare color boards and scope for approval. Within this context, coordinate and supervise all moves within the facility.

Member of the facility Ergonomics Evaluation Team, Green Team.

Developed design standards addressing flooring, paint, fabrics, staff furniture, public furniture, signage and art, etc.

Developed ID Request form to capture and streamline all requests and activities into trackable format.

Investigate, identify, and document client needs. Analyze needs, propose options and work with the client, developing specific solutions. Develop design documents, including contract working drawings and specifications. Manage design projects performed in-house or by contract. Review drawings prepared by private AE design firms.

Apply knowledge from a variety of such fields as (a) interior construction (building systems and components, building codes, equipment, materials, and furnishings, working drawings and specification, codes and standards); (b) contracting (cost estimates, bid proposals, negotiations, contract awards, site visits during construction, pre and post occupancy evaluations); (c) facility operation (maintenance requirements, traffic patterns, security and fire protection); (d) aesthetics (sense of scale, proportion, and form; color, texture, and finishes; style and visual imagery); (e) psychology (privacy and enclosure; effects of environmental components (color, texture, space, etc.) on mood, alertness, etc.); and, as appropriate, (f) management (design project and resource coordination).

**Melissa Mann Design**  
**Greater Kansas City area**  
**Prairie Village, KS 66205**

#### **Designer / Owner**

**Duties, Accomplishments and Related Skills:**

Prior to working for the VA, I worked extensively in the greater Kansas City market in upper-end residential, commercial & hospitality markets.

I have had many Parade of Homes entries in KC, including the most expensive home in the Parade at the time, the Prairie Sunset at Rockwood Falls.

Other projects: a new concept store for Dean & DeLuca brand in Leawood, KS, many Country Club Plaza condos, including 4646 Broadway, and a Tom Watson (The National in Parkville, MO) golf community that included Carriage Homes, Clubhouse & Executive Lodges for the Board of Directors, among others.

As the owner, I would analyze needs, propose options & develop solutions for a variety of interior design clients including: residential construction & remodels, commercial tenant finishes - including Sky boxes



at the Kansas City Chiefs Arrowhead Stadium, Hospitality projects, condo, loft & residential model homes, Senior living & assisted living projects.

For construction work prepare a detailed take-off on construction plans, and specify materials (and alternates) if requested by the architect.

Many projects begin at conception phase and end with a finished product. For example, I implemented two Corporate Lodges in a Tom Watson golf community (The National Golf Club of Parkville, Missouri) that were complete turn key projects - from the initial conceptual meeting with the clients, culminating with the items needed to stock the refrigerator and bar.

Most projects require analyzing architectural drawings taking into account building codes, existing equipment and furniture, traffic patterns, ADA compliancy, creating and conforming with finish schedules, suggesting "value engineered" components, etc.

Work directly with the trades, both outside vendors and internal staff, to schedule and coordinate electrical needs, finish carpentry, cabinetry, counter tops, plumbing, telephone/cable data needs.

Typically compose color boards to be used in presentations to clients, in addition to cost estimates, sketches, furniture and window treatment selections, detailed bids (labor, materials, demolition work, shipping costs for materials, dumpster & hauling expenses), and establish project time lines.

Maintain a physical & computer file on each client/project with the appropriate contact information, contracts, cut sheets, addendum, RFI's, plans, critical dates, specifications and budgets.

Maintain a comprehensive resource library of samples, pricing, architect folders and binders. I feel that relationships with vendors and sales reps are of the utmost importance - they must be a part of your "team".

Many times model homes and residential projects dictate strict budget restraints and the ability to creatively solve problems. The client is looking for the most "bang for the buck", and from years of experience, this is where I excel. Because of my extensive work in the construction trade and designing models, I am able to suggest "value engineered" alternates for many projects and still maintain that "high-end" look. At the same time, I attempt to incorporate green building measures using environmentally sensitive components.

My approach is always customer focused, professional and courteous. I believe I qualify as a team player at all times, and always strive to build and maintain strong relationships with my customers and colleagues.

#### Education:

Johnson County Community College Lenexa, KS United States  
Some College Coursework Completed 11/2009

#### Relevant Coursework, Licenses and Certifications:

DRAF 130 - AutoCAD 2010

DRAF 140 - BIM / REVIT Architecture 2010

DRAF 164 - Architectural Drafting/Residential Interior Design

DRAF 129 - Interpreting Architectural Drawings

ITMD 123 - Space Planning

ITMD 129 - Design Presentation

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#### Stephens College, Columbia, MO

Some College Coursework Completed 06/1973

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#### Job Related Training:

- 2019 Grainger Expo & Show – Feb 2019
- Coverings – Apr 2019
- 2018 Grainger Expo & Show – Feb 2018
- International Builders Show – Jan 2018
- KBIS The Kitchen & Bath Industry Show – Jan 2018
- HCD Healthcare Design Expo & Conference – Nov 2017
- Introducing the Acquisition Gateway – Dec 2016
- 2016 Healthcare Facilities Symposium & Expo – Sep 2016
- Partnerships for Healing Environments Conference – Jul 2014
- Contracting Officer's Representative (COR) Level II Course – Apr 2014
- 2013 Healthcare Design Conference - Nov 2013
- Program Management Team – Activation Project Management Workshop - Sep 2013
- Pebble in Practice Workshop – Jul 2013
- An Introduction to Strategy – Mar 2013
- Writing Journey: Building Writing Skills – Mar 2013
- FAC COTR Course – Dec 2011
- Copper Touch Surfaces: Antimicrobial Benefits – Oct 2011

- Managing Self Through Change – Jul 2011
- NeoCon East - Sep 2012
- Interior Designers Training Event @ NeoCon – Jun 2012
- Interior Designers Training Event @ NeoCon – Jun 2011
- "Green" Procurement Card Training – Jul 2011
- CEU: "Silent Menace: C. difficile and its threat to health care facilities" – Jun 2011
- The Future of Sustainable Healthcare Design webinar – May 2011
- LEED 101: Green Building Basics and LEED - USGBC – May 2011
- The 5 Essential Skills Required To Thrive In the Design Profession – May 2011
- Green Procurement – Defense Acquisition University – May 2011
- 1st Annual Spirituality Conference "War and Soul" Dr. Ed Tick – May 2011
- ColorMix 2011 CEU by Sherwin-Williams – Dec 2010
- Project Management Fundamentals: Managing Projects that Succeed – Sept 2010
- Performance Appraisal/Self Evaluation Training – Sept 2010
- VA Transformational Leadership: Shortcut to Creativity – Sept 2010
- Time Management Fundamentals: Achieving Your Highest Priorities - Aug 2010
- Post Deployment Needs of Recently Returned "Citizen Soldiers" - Aug 2010
- JCRQSN: Reducing the Risk: Preventing Hospital Acquired Infections - Aug 2010
- The 7 Habits of Highly Effective People® - Aug 2010
- Time Management for Microsoft Outlook – Jul 2010
- EPS: Wayfinding - Apr 2010
- IBC Fire Risks of Interior Finishes - Sept 2008
- The ADA Challenges for Building Officials – Sept 2008
- National FIT (Falls Intervention Training) Conference – Aug 2007

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#### **Affiliations:**

NKBA - National Kitchen & Bath Assoc - Member  
 ASID - American Society of Interior Designers - Member  
 DIFFA - Design Industries Foundation Fighting AIDS - Member

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#### **Professional Publications:**

- I have several presentation (color) boards featured in a new textbook written by Professor Lydia Cline: Architectural Drafting for Interior Designers - used in the Design program at JCCC in Overland Park, KS, and available via Amazon.
- Kansas City SPACES: 2006 Fall/Winter Resource Guide: (2 features - one on a kitchen I designed, one on window treatments).
- Kansas City Luxury Homes June 2008: Mid-Town Condo Tour features a model loft I designed and decorated.
- Kansas City Homes and Gardens June 2005: Article featuring myself and a premier KC architect coordinating on a sub-division "The Enclave at Woodland Lakes".
- Kansas City Homes and Gardens July 2009: 10 Modern to Marvelous Kitchens - loft kitchen.

**Additional Information:**

- Judge – Greater Orlando Parade of Homes April 2012, 2013, 2014, 2015, 2016, 2018.
- Presenter at NeoCon East 2012 “Just Say No To Canned Art”.
- Greater Kansas City HBA Parade of Homes entry Fall 2003: Pick of the Parade.
- Parade of Homes entry Spring 2004: Best Design.
- Parade of Homes entry Spring 2005: Pick of the Parade.
- Parade of Homes entry Fall 2007: Best Floor Plan.

# **MYRTLE CREEK IMPROVEMENT DISTRICT**

**Resolution 2020-08,  
General Election**

## RESOLUTION 2020-08

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE MYRTLE CREEK IMPROVEMENT DISTRICT IMPLEMENTING SECTION 190.006(3), *FLORIDA STATUTES*, AND REQUESTING THAT THE ORANGE COUNTY SUPERVISOR OF ELECTIONS BEGIN CONDUCTING THE DISTRICT'S GENERAL ELECTIONS; PROVIDING FOR COMPENSATION; SETTING FORTH THE TERMS OF OFFICE; AUTHORIZING NOTICE OF THE QUALIFYING PERIOD; AND PROVIDING FOR SEVERABILITY AND AN EFFECTIVE DATE.**

**WHEREAS**, the Myrtle Creek Improvement District (“**District**”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*, being situated entirely within unincorporated Orange County, Florida; and

**WHEREAS**, the Board of Supervisors of the District (“**Board**”) seeks to implement Section 190.006(3), *Florida Statutes*, and to instruct the Orange County Supervisor of Elections (“**Supervisor**”) to conduct the District’s elections by the qualified electors of the District at the general election (“**General Election**”).

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE MYRTLE CREEK IMPROVEMENT DISTRICT:**

1. **GENERAL ELECTION SEATS.** Seat 1, currently held by \_\_\_\_\_, and Seat 2, currently held by Kam Shenai are scheduled for the General Election in November 2020. The District Manager is hereby authorized to notify the Supervisor of Elections as to what seats are subject to General Election for the current election year.

2. **QUALIFICATION PROCESS.** For each General Election, all candidates shall qualify for individual seats in accordance with Section 99.061, *Florida Statutes*, and must also be a qualified elector of the District. A qualified elector is any person at least 18 years of age who is a citizen of the United States, a legal resident of the State of Florida and of the District, and who is registered to vote with the Orange County Supervisor of Elections. Campaigns shall be conducted in accordance with Chapter 106, *Florida Statutes*.

3. **COMPENSATION.** Members of the Board receive \$200 per meeting for their attendance and no Board member shall receive more than \$4,800 per year.

4. **TERM OF OFFICE.** The term of office for the individuals to be elected to the Board in the General Election is four years. The newly elected Board members shall assume office on the second Tuesday following the election.

5. **REQUEST TO SUPERVISOR OF ELECTIONS.** The District hereby requests the Supervisor to conduct the District's General Election. The District understands that it will be responsible to pay for its proportionate share of the General Election cost and agrees to pay same within a reasonable time after receipt of an invoice from the Supervisor.

6. **PUBLICATION.** The District Manager is directed to publish a notice of the qualifying period for each General Election, in a form substantially similar to **Exhibit A** attached hereto.

7. **SEVERABILITY.** The invalidity or unenforceability of any one or more provisions of this Resolution shall not affect the validity or enforceability of the remaining portions of this Resolution, or any part thereof.

8. **EFFECTIVE DATE.** This Resolution shall become effective upon its passage.

**PASSED AND ADOPTED** this 21st day of April, 2020.

**MYRTLE CREEK IMPROVEMENT  
DISTRICT**

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CHAIRPERSON/VICE CHAIRPERSON

ATTEST:

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SECRETARY/ASSISTANT SECRETARY

## **EXHIBIT A**

### **NOTICE OF QUALIFYING PERIOD FOR CANDIDATES FOR THE BOARD OF SUPERVISORS OF THE MYRTLE CREEK IMPROVEMENT DISTRICT**

Notice is hereby given that the qualifying period for candidates for the office of Supervisor of the Myrtle Creek Improvement District will commence at noon on \_\_\_\_\_, and close at noon on \_\_\_\_\_. Candidates must qualify for the office of Supervisor with the Orange County Supervisor of Elections located at 119 W. Kaley Street, Orlando, Florida 32806; Ph. (407) 836-2070. All candidates shall qualify for individual seats in accordance with Section 99.061, *Florida Statutes*, and must also be a “qualified elector” of the District, as defined in Section 190.003, *Florida Statutes*. A “qualified elector” is any person at least 18 years of age who is a citizen of the United States, a legal resident of the State of Florida and of the District, and who is registered to vote with the Orange County Supervisor of Elections. Campaigns shall be conducted in accordance with Chapter 106, *Florida Statutes*.

The Myrtle Creek Improvement District has three seats up for election, specifically seats 1 and 2. Each seat carries a four-year term of office. Elections are nonpartisan and will be held at the same time as the general election on \_\_\_\_\_, and in the manner prescribed by law for general elections.

For additional information, please contact the Orange County Supervisor of Elections.

Run date:



# **MYRTLE CREEK IMPROVEMENT DISTRICT**

**FY 2021 Operations & Maintenance Budget**

**Myrtle Creek Improvement District**  
FY 2021 Proposed O&M Budget

	Actual Through 03/31/2020	Anticipated Apr. - Sep.	Anticipated FY 2020 Totals	FY 2020 Adopted Budget	FY 2021 Proposed Budget
<b><u>Revenues</u></b>					
On-Roll Assessments	\$ 882,191.51	\$ 64,523.19	\$ 946,714.70	\$ 946,714.70	\$ 775,428.90
Developer Contributions	44,191.36	43,193.56	87,384.92	47,956.00	52,496.00
<b>Net Revenues</b>	<b>\$ 926,382.87</b>	<b>\$ 107,716.75</b>	<b>\$ 1,034,099.62</b>	<b>\$ 994,670.70</b>	<b>\$ 827,924.90</b>
<b><u>General &amp; Administrative Expenses</u></b>					
<b>Legislative</b>					
Supervisor Fees	\$ 4,600.00	\$ 6,000.00	\$ 10,600.00	\$ 12,000.00	\$ 12,000.00
<b>Financial &amp; Administrative</b>					
Public Officials' Liability Insurance	3,331.00	-	3,331.00	3,575.00	4,000.00
Trustee Services	7,764.47	-	7,764.47	10,000.00	10,000.00
Management	19,999.98	20,000.02	40,000.00	40,000.00	45,000.00
District Engineering	3,431.50	3,431.50	6,863.00	7,500.00	10,000.00
Dissemination Agent	-	7,000.00	7,000.00	7,000.00	7,000.00
Property Appraiser	1,443.00	-	1,443.00	2,000.00	2,000.00
District Counsel	5,884.22	5,884.22	11,768.44	25,000.00	25,000.00
Assessment Administration	7,500.00	-	7,500.00	7,500.00	7,500.00
Reamortization Schedules	-	250.00	250.00	250.00	250.00
Audit	-	4,000.00	4,000.00	4,000.00	6,500.00
Arbitrage Calculation	-	900.00	900.00	900.00	900.00
Travel and Per Diem	61.24	61.24	122.48	200.00	300.00
Telephone	-	250.00	250.00	500.00	50.00
Postage & Shipping	41.97	41.97	83.94	1,000.00	1,000.00
Copies	-	1,000.00	1,000.00	2,000.00	2,000.00
Legal Advertising	1,892.51	1,892.51	3,785.02	6,000.00	6,500.00
Miscellaneous	-	2,500.00	2,500.00	5,000.00	5,000.00
Property Taxes	123.22	-	123.22	150.00	150.00
Web Site Maintenance	105.00	2,595.00	2,700.00	2,700.00	2,700.00
Holiday Decorations	716.00	-	716.00	1,250.00	1,250.00
Dues, Licenses, and Fees	175.00	-	175.00	175.00	175.00
<b>Total General &amp; Administrative Expenses</b>	<b>\$ 57,069.11</b>	<b>\$ 55,806.46</b>	<b>\$ 112,875.57</b>	<b>\$ 138,700.00</b>	<b>\$ 149,275.00</b>

**Myrtle Creek Improvement District**  
FY 2021 Proposed O&M Budget

	Actual Through 03/31/2020	Anticipated Apr. - Sep.	Anticipated FY 2020 Totals	FY 2020 Adopted Budget	FY 2021 Proposed Budget
<b>Field Operations</b>					
<b>Electric Utility Services</b>					
Electric	\$ 452.55	\$ 452.55	\$ 905.10	\$ 1,000.00	\$ 1,000.00
Entry Lighting	134.76	134.76	269.52	500.00	500.00
<b>Water-Sewer Combination Services</b>					
Water Reclaimed	6,450.45	6,450.45	12,900.90	25,000.00	25,000.00
<b>Stormwater Control</b>					
Aquatic Contract	1,950.00	1,950.00	3,900.00	5,160.00	4,000.00
Lake/Pond Repair Reserve	-	5,000.00	5,000.00	5,000.00	5,000.00
<b>Other Physical Environment</b>					
General Liability Insurance	3,816.00	-	3,816.00	4,250.00	4,500.00
Property & Casualty Insurance	-	-	-	1,500.00	1,700.00
Auto Insurance	-	-	-	750.00	500.00
Irrigation Repairs					
District Irrigation Repairs	35,257.78	35,257.78	70,515.56	30,000.00	30,000.00
Wellspring Irrigation Repairs	6,415.96	6,415.96	12,831.92	5,000.00	5,000.00
Landscaping Maintenance & Material					
District Landscaping	102,825.00	135,321.00	238,146.00	238,146.00	205,650.00
Gateway Road Landscaping	197.45	276.43	473.88	473.88	473.88
Wellspring Landscaping	19,670.30	18,285.70	37,956.00	37,956.00	32,496.00
Other Landscape Maintenance	1,023.50	62,791.10	63,814.60	63,814.60	-
Tree Trimming	3,870.00	36,130.00	40,000.00	40,000.00	40,000.00
Flower & Plant Replacement					
District Flower & Plant Replacement	6,690.00	74,630.03	81,320.03	110,000.00	50,000.00
Wellspring Flower & Plant Replacement	13,491.90	13,491.90	26,983.80	-	10,000.00
Contingency	-	7,190.00	7,190.00	10,000.00	20,000.00
Pest Control	1,405.00	1,405.00	2,810.00	-	2,810.00
Hurricane Cleanup	-	30,000.00	30,000.00	30,000.00	50,000.00
<b>Wellspring Blvd./Performance Drive Expenses</b>					
WSPD - Lighting	-	-	-	-	-
WSPD - Miscellaneous	-	5,000.00	5,000.00	5,000.00	5,000.00
WSPD - Water Reclaimed	-	-	-	-	-

**Myrtle Creek Improvement District**  
FY 2021 Proposed O&M Budget

	Actual Through 03/31/2020	Anticipated Apr. - Sep.	Anticipated FY 2020 Totals	FY 2020 Adopted Budget	FY 2021 Proposed Budget
<b>Interchange Maintenance Expenses</b>					
IME - Aquatics Maintenance	1,578.18	1,760.82	3,339.00	3,339.00	3,339.00
IME - Irrigation Repairs	2,434.30	7,015.70	9,450.00	9,450.00	9,450.00
IME - Landscaping	40,750.68	40,750.68	81,501.36	76,358.52	76,358.52
IME - Lighting	13,472.96	13,472.96	26,945.92	19,384.61	1,575.00
IME - Miscellaneous	3,444.53	3,444.53	6,889.06	1,453.73	1,575.00
IME - Water Reclaimed	182.58	2,725.11	2,907.69	2,907.69	2,362.50
<b>New Operational Field Expenses</b>					
Trail Repair	66,980.00	-	66,980.00	50,000.00	15,000.00
Crosswalk Improvements	-	30,000.00	30,000.00	30,000.00	-
<b>Road &amp; Street Facilities</b>					
Entry and Wall Maintenance	3,373.43	6,626.57	10,000.00	10,000.00	10,000.00
Streetlights	5,369.82	9,630.18	15,000.00	15,000.00	15,000.00
<b>Parks &amp; Recreation</b>					
Personnel Leasing Agreement	10,000.02	9,999.98	20,000.00	20,000.00	36,000.00
<b>Reserves</b>					
Infrastructure Capital Reserve	-	10,166.67	10,166.67	10,166.67	20,000.00
Interchange Maintenance Reserve	-	2,360.00	2,360.00	2,360.00	2,360.00
<b>Total Field Operations Expenses</b>	<b>\$ 351,237.15</b>	<b>\$ 578,135.86</b>	<b>\$ 929,373.01</b>	<b>\$ 863,970.70</b>	<b>\$ 686,649.90</b>
<b>Total Expenses</b>	<b>\$ 408,306.26</b>	<b>\$ 633,942.32</b>	<b>\$ 1,042,248.58</b>	<b>\$ 1,002,670.70</b>	<b>\$ 835,924.90</b>
<b>Income (Loss) from Operations</b>	<b>\$ 518,076.61</b>	<b>\$ (526,225.57)</b>	<b>\$ (8,148.96)</b>	<b>\$ (8,000.00)</b>	<b>\$ (8,000.00)</b>
<b>Other Income (Expense)</b>					
Interest Income	\$ 4,074.48	\$ 4,074.48	\$ 8,148.96	\$ 8,000.00	\$ 8,000.00
<b>Total Other Income (Expense)</b>	<b>\$ 4,074.48</b>	<b>\$ 4,074.48</b>	<b>\$ 8,148.96</b>	<b>\$ 8,000.00</b>	<b>\$ 8,000.00</b>
<b>Net Income (Loss)</b>	<b>\$ 522,151.09</b>	<b>\$ (522,151.09)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

\* To keep budget at the same level as last year, Board to consider \$166,745.80 for the following:  
~ additional amount in the contingency line item  
~ additional amount in the reserves line items  
~ additional items they would like to see included in the budget for new projects

Myrtle Creek Improvement District  
FY 2021 Proposed Debt Service Budget  
Series 2016A Special Assessment Bonds

	FY 2021 Proposed Budget
REVENUES:	
Special Assessments Series 2016A	\$ 1,600,500.00
TOTAL REVENUES	<u>\$ 1,600,500.00</u>
EXPENDITURES:	
Series 2016A - Interest 11/01/2020	288,500.00
Series 2016A - Principal 05/01/2021	750,000.00
Series 2016A - Interest 05/01/2021	288,500.00
TOTAL EXPENDITURES	<u>\$ 1,327,000.00</u>
EXCESS REVENUES	<u>\$ 273,500.00</u>
Series 2016A - Interest 11/01/2021	\$ 273,500.00



# **MYRTLE CREEK IMPROVEMENT DISTRICT**

**Operation and Maintenance Expenditures Paid in  
February 2020 in an amount totaling \$143,071.98  
*(provided under separate cover)***

# **MYRTLE CREEK IMPROVEMENT DISTRICT**

**Operation and Maintenance Expenditures Paid in  
March 2020 in an amount totaling \$86,667.64**

# MYRTLE CREEK IMPROVEMENT DISTRICT

DISTRICT OFFICE • 12051 CORPORATE BLVD • ORLANDO, FL 32817  
PHONE: (407) 723-5900 • FAX: (407) 723-5901

## **Operation and Maintenance Expenditures For Board Approval**

Attached please find the check register listing Operations and Maintenance expenditures paid from March 1, 2020 through March 31, 2020. This does not include expenditures previously approved by the Board.

The total items being presented:      **\$86,667.64**

Approval of Expenditures:

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\_\_\_\_\_ Chairman

\_\_\_\_\_ Vice Chairman

\_\_\_\_\_ Assistant Secretary

**Myrtle Creek Improvement District**  
**AP Check Register (Current by Bank)**  
Check Dates: 3/1/2020 to 3/31/2020

Check No.	Date	Status*	Vendor ID	Payee Name	Amount
BANK ID: SUN - CITY NATIONAL BANK					001-101-0000-00-01
3690	03/11/20	P	CEPRA	Cepra Landscape	\$5,134.20
3691	03/11/20	P	DONMC	Donald W. McIntosh Associates	\$883.00
3692	03/11/20	P	DMI	Driveway Maintenance Inc.	\$65,600.00
3693	03/11/20	P	LCPC	Lake Country Pest Control, Inc	\$197.50
3694	03/11/20	P	ONSIGH	Onsight, Inc.	\$12,402.75
3695	03/11/20	P	ORLSEN	Orlando Sentinel	\$181.25
3696	03/11/20	P	PFMGC	PFM Group Consulting	\$23.14
BANK SUN REGISTER TOTAL:					\$84,421.84
GRAND TOTAL :					\$84,421.84

**Myrtle Creek Improvement District**  
**FY 2020**  
**Cash Reconciliation**

84,421.84 Checks 3690-3696 cut  
2,245.80 PA 435 - OUC paid online

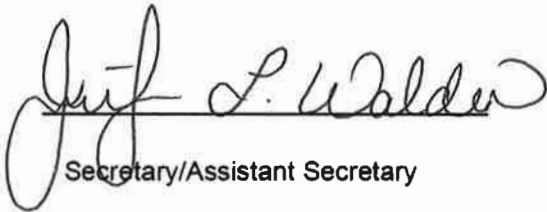
**86,667.64** Total cash spent

## MYRTLE CREEK IMPROVEMENT DISTRICT

### Payment Authorization #433

2/28/2020

Item No.	Payee	Invoice Number	General Fund
1	<b>Ceptra Landscape</b> Controller 7 Repairs	14508	\$ 336.00
2	<b>Donald W McIntosh Associates</b> Engineering Services Through 01/31/2020	37560	\$ 883.00
3	<b>Driveway Maintenance</b> Asphalt Root Damage Patching	O20-0173	\$ 65,600.00
4	<b>Orlando Sentinel</b> Legal Advertising (Ad: 6581815)	OSC16667106	\$ 181.25
5	<b>PFM Group Consulting</b> Billable Expenses	108433	\$ 7.09
	January Reimbursables	OE-EXP-00684	\$ 16.05
<b>TOTAL</b>			<b>\$ 67,023.39</b>

  
Secretary/Assistant Secretary

\_\_\_\_\_  
Chairperson

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3/2/20

## MYRTLE CREEK IMPROVEMENT DISTRICT

### Payment Authorization #435

3/13/2020

Item No.	Payee	Invoice Number	General Fund
1	<b>Boggy Creek Improvement District</b> February 2020: ICM Expenses	ICM2020-05	\$ 9,082.56
2	<b>Cepa Landscape</b> Controller 1 Lateral Break Repair Mainline Repair	13338 15027	\$ 420.00 \$ 7,586.00
3	<b>Fire Ant Control</b> Fire Ant Control	10368	\$ 1,405.00
4	<b>Hopping Green &amp; Sams</b> General Counsel Through 01/31/2020	113257	\$ 1,378.13
5	<b>OUC</b> Acct: 4782400001 ; Service 02/03/2020 - 03/02/2020	--	\$ 2,245.80
6	<b>PFM Group Consulting</b> DM Fee: March 2020	DM-03-2020-0042	\$ 3,333.33
7	<b>Tavistock Development Management</b> March Irrigation Specialists Services	M2020.03	\$ 1,666.67
<b>TOTAL</b>			<b>\$ 27,117.49</b>

  
Secretary/Assistant Secretary

\_\_\_\_\_  
Chairperson

  
3/14/20

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## MYRTLE CREEK IMPROVEMENT DISTRICT

### Funding Request #050

1/31/2020

Item No.	Payee	Invoice Number	General Fund
1	<b>Cepra Landscape</b> Wellspring Controller A Repairs	13941	\$ 703.40
2	<b>Lake Country Pest Control</b> Wellspring Tree Injections	MC-102-2	\$ 197.50
3	<b>Onsight</b> Wellspring Street Sign Change Out	001-18-236335-1	\$ 12,402.75
<b>TOTAL</b>			<b>\$ 13,303.65</b>



# MYRTLE CREEK IMPROVEMENT DISTRICT

## Funding Request #051

2/7/2020

Item No.	Payee	Invoice Number	General Fund
1	<b>Cepra Landscape</b> Wellspring Island Enhancement	14175	\$ 3,224.80
<b>TOTAL</b>			<b>\$ 3,224.80</b>

# MYRTLE CREEK IMPROVEMENT DISTRICT

## Funding Request #052

2/21/2020

Item No.	Payee	Invoice Number	General Fund
1	<b>Cepra Landscape</b>		
	Wellspring October Landscaping	12093	\$ 2,708.00
	Wellspring November Landscaping	12547	\$ 2,708.00
	Wellspring December Landscaping	13084	\$ 2,708.00
	Wellspring January Landscaping	13611	\$ 2,708.00
	Wellspring February Landscaping	14247	\$ 2,708.00
	Wellspring Controllers A & B Repairs	13867	\$ 120.00
	Wellspring Controller B Repairs	14357	\$ 750.00
<b>TOTAL</b>			<b>\$ 14,410.00</b>

# **MYRTLE CREEK IMPROVEMENT DISTRICT**

**Work Authorization/Proposed Services**  
***(if applicable)***

# **MYRTLE CREEK IMPROVEMENT DISTRICT**

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

**Myrtle Creek Improvement District**  
Statement of Activities  
As of 3/31/2020

	General Fund	Debt Service	Capital Projects Fund	General Long-Term Debt	Total
<b><u>Revenues</u></b>					
On-Roll Assessments	\$882,191.51				\$882,191.51
Developer Contributions	44,191.36				44,191.36
Inter-Fund Transfers In	585.90				585.90
On-Roll Assessments		\$1,249,469.05			1,249,469.05
Other Assessments		19,671.84			19,671.84
Inter-Fund Group Transfers In		(1,946.31)			(1,946.31)
Developer Contributions			\$12,786.29		12,786.29
Inter-Fund Transfers In			1,360.41		1,360.41
Total Revenues	<u>\$926,968.77</u>	<u>\$1,267,194.58</u>	<u>\$14,146.70</u>	<u>\$0.00</u>	<u>\$2,208,310.05</u>
<b><u>Expenses</u></b>					
Supervisor Fees	\$4,600.00				\$4,600.00
Public Officials' Liability Insurance	3,331.00				3,331.00
Trustee Services	7,764.47				7,764.47
Management	19,999.98				19,999.98
Engineering	3,431.50				3,431.50
Property Appraiser	1,443.00				1,443.00
District Counsel	5,884.22				5,884.22
Assessment Administration	7,500.00				7,500.00
Travel and Per Diem	61.24				61.24
Postage & Shipping	41.97				41.97
Legal Advertising	1,892.51				1,892.51
Property Taxes	123.22				123.22
Web Site Maintenance	105.00				105.00
Holiday Decorations	716.00				716.00
Dues, Licenses, and Fees	175.00				175.00
Electric	452.55				452.55
Entry Lighting	134.76				134.76
Water Reclaimed	6,450.45				6,450.45
Aquatic Contract	1,950.00				1,950.00
General Liability Insurance	3,816.00				3,816.00
Irrigation	41,673.74				41,673.74
Landscaping Maintenance & Material	122,692.75				122,692.75
Landscape Improvements	1,023.50				1,023.50
Tree Trimming	3,870.00				3,870.00
Flower & Plant Replacement	20,181.90				20,181.90
Contingency	1,405.00				1,405.00
IME - Aquatics Maintenance	1,578.18				1,578.18
IME - Irrigation	2,434.30				2,434.30
IME - Landscaping	40,750.68				40,750.68
IME - Lighting	13,472.96				13,472.96
IME - Miscellaneous	3,444.53				3,444.53
IME - Water Reclaimed	182.58				182.58
Equipment Repair & Maintenance	66,980.00				66,980.00
Entry and Wall Maintenance	3,373.43				3,373.43
Streetlights	5,369.82				5,369.82
Personnel Leasing Agreement	10,000.02				10,000.02
Principal Payments		\$20,000.00			20,000.00
Interest Payments		303,550.00			303,550.00
Legal Advertising			\$383.54		383.54
Contingency			12,402.75		12,402.75
Total Expenses	<u>\$408,306.26</u>	<u>\$323,550.00</u>	<u>\$12,786.29</u>	<u>\$0.00</u>	<u>\$744,642.55</u>
<b><u>Other Revenues (Expenses) &amp; Gains (Losses)</u></b>					
Interest Income	\$4,074.48				\$4,074.48
Interest Income		\$6,748.37			6,748.37
Interest Income			\$2,123.01		2,123.01
Total Other Revenues (Expenses) & Gains (Losses)	<u>\$4,074.48</u>	<u>\$6,748.37</u>	<u>\$2,123.01</u>	<u>\$0.00</u>	<u>\$12,945.86</u>
<b>Change In Net Assets</b>	<b>\$522,736.99</b>	<b>\$950,392.95</b>	<b>\$3,483.42</b>	<b>\$0.00</b>	<b>\$1,476,613.36</b>
<b>Net Assets At Beginning Of Year</b>	<b>\$271,535.04</b>	<b>\$1,220,074.50</b>	<b>\$398,092.04</b>	<b>\$0.00</b>	<b>\$1,889,701.58</b>
<b>Net Assets At End Of Year</b>	<b><u>\$794,272.03</u></b>	<b><u>\$2,170,467.45</u></b>	<b><u>\$401,575.46</u></b>	<b><u>\$0.00</u></b>	<b><u>\$3,366,314.94</u></b>

**Myrtle Creek Improvement District**  
Statement of Financial Position  
As of 3/31/2020

	General Fund	Debt Service	Capital Projects Fund	General Long-Term Debt	Total
<b><u>Assets</u></b>					
<b><u>Current Assets</u></b>					
General Checking Account	\$783,234.44				\$783,234.44
Money Market Account	68,704.92				68,704.92
State Board of Administration	3,981.30				3,981.30
Accounts Receivable - Due from Developer	636.80				636.80
Assessments Receivable	64,523.19				64,523.19
Deposits	4,300.00				4,300.00
General Reserve	155,800.24				155,800.24
Assessments Receivable		\$88,463.62			88,463.62
Due From Other Funds		152,535.91			152,535.91
Debt Service Reserve		334,851.37			334,851.37
Revenue		1,663,046.35			1,663,046.35
Prepayment		20,033.82			20,033.82
Acquisition/Construction			\$401,690.46		401,690.46
Total Current Assets	<u>\$1,081,180.89</u>	<u>\$2,258,931.07</u>	<u>\$401,690.46</u>	<u>\$0.00</u>	<u>\$3,741,802.42</u>
<b><u>Investments</u></b>					
Amount Available in Debt Service Funds				\$2,017,931.54	\$2,017,931.54
Amount To Be Provided				15,977,068.46	15,977,068.46
Total Investments	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$17,995,000.00</u>	<u>\$17,995,000.00</u>
<b>Total Assets</b>	<u><u>\$1,081,180.89</u></u>	<u><u>\$2,258,931.07</u></u>	<u><u>\$401,690.46</u></u>	<u><u>\$17,995,000.00</u></u>	<u><u>\$21,736,802.42</u></u>
<b><u>Liabilities and Net Assets</u></b>					
<b><u>Current Liabilities</u></b>					
Accounts Payable	\$205,601.88				\$205,601.88
Due To Other Governmental Units	16,146.99				16,146.99
Deferred Revenue	65,159.99				65,159.99
Deferred Revenue		\$88,463.62			88,463.62
Accounts Payable			\$115.00		115.00
Total Current Liabilities	<u>\$286,908.86</u>	<u>\$88,463.62</u>	<u>\$115.00</u>	<u>\$0.00</u>	<u>\$375,487.48</u>
<b><u>Long Term Liabilities</u></b>					
Revenue Bonds Payable - Long-Term				\$17,995,000.00	\$17,995,000.00
Total Long Term Liabilities	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$17,995,000.00</u>	<u>\$17,995,000.00</u>
<b>Total Liabilities</b>	<u><u>\$286,908.86</u></u>	<u><u>\$88,463.62</u></u>	<u><u>\$115.00</u></u>	<u><u>\$17,995,000.00</u></u>	<u><u>\$18,370,487.48</u></u>
<b><u>Net Assets</u></b>					
Net Assets, Unrestricted	\$1,283,393.58				\$1,283,393.58
Current Year Net Assets, Unrestricted	585.90				585.90
Net Assets - General Government	(1,011,858.54)				(1,011,858.54)
Current Year Net Assets - General Government	522,151.09				522,151.09
Net Assets, Unrestricted		\$1,220,074.50			1,220,074.50
Current Year Net Assets, Unrestricted		950,392.95			950,392.95
Net Assets, Unrestricted			(\$417,951.06)		(417,951.06)
Net Assets, Unrestricted			816,043.10		816,043.10
Current Year Net Assets, Unrestricted			3,483.42		3,483.42
<b>Total Net Assets</b>	<u><u>\$794,272.03</u></u>	<u><u>\$2,170,467.45</u></u>	<u><u>\$401,575.46</u></u>	<u><u>\$0.00</u></u>	<u><u>\$3,366,314.94</u></u>
<b>Total Liabilities and Net Assets</b>	<u><u>\$1,081,180.89</u></u>	<u><u>\$2,258,931.07</u></u>	<u><u>\$401,690.46</u></u>	<u><u>\$17,995,000.00</u></u>	<u><u>\$21,736,802.42</u></u>

# Myrtle Creek Improvement District

Budget to Actual  
For the Month Ending 03/31/2020

	Actual	Budget	Variance	FY 2020 Adopted Budget
<b><u>Revenues</u></b>				
On-Roll Assessments	\$ 882,191.51	\$ 473,357.35	\$ 408,834.16	\$ 946,714.70
Developer Contributions	44,191.36	23,978.00	20,213.36	47,956.00
<b>Net Revenues</b>	<b>\$ 926,382.87</b>	<b>\$ 497,335.35</b>	<b>\$ 429,047.52</b>	<b>\$ 994,670.70</b>
<b><u>General &amp; Administrative Expenses</u></b>				
<b>Legislative</b>				
Supervisor Fees	\$ 4,600.00	\$ 6,000.00	\$ (1,400.00)	\$ 12,000.00
<b>Financial &amp; Administrative</b>				
Public Officials' Liability Insurance	3,331.00	1,787.50	1,543.50	3,575.00
Trustee Services	7,764.47	5,000.00	2,764.47	10,000.00
Management	19,999.98	20,000.00	(0.02)	40,000.00
Engineering				
District Engineering	3,431.50	3,750.00	(318.50)	7,500.00
Wellspring Engineering	-	-	-	-
Dissemination Agent	-	3,500.00	(3,500.00)	7,000.00
Property Appraiser	1,443.00	1,000.00	443.00	2,000.00
District Counsel	5,884.22	12,500.00	(6,615.78)	25,000.00
Assessment Administration	7,500.00	3,750.00	3,750.00	7,500.00
Reamortization Schedules	-	125.00	(125.00)	250.00
Audit	-	2,000.00	(2,000.00)	4,000.00
Arbitrage Calculation	-	450.00	(450.00)	900.00
Travel and Per Diem	61.24	100.00	(38.76)	200.00
Telephone	-	250.00	(250.00)	500.00
Postage & Shipping	41.97	500.00	(458.03)	1,000.00
Copies	-	1,000.00	(1,000.00)	2,000.00
Legal Advertising	1,892.51	3,000.00	(1,107.49)	6,000.00
Miscellaneous	-	2,499.99	(2,499.99)	5,000.00
Property Taxes	123.22	75.00	48.22	150.00
Web Site Maintenance	105.00	1,350.00	(1,245.00)	2,700.00
Holiday Decorations	716.00	625.00	91.00	1,250.00
Dues, Licenses, and Fees	175.00	87.50	87.50	175.00
<b>Total General &amp; Administrative Expenses</b>	<b>\$ 57,069.11</b>	<b>\$ 69,349.99</b>	<b>\$ (12,280.88)</b>	<b>\$ 138,700.00</b>



# Myrtle Creek Improvement District

Budget to Actual  
For the Month Ending 03/31/2020

	Actual	Budget	Variance	FY 2020 Adopted Budget
<b><u>Field Operations</u></b>				
<b>Electric Utility Services</b>				
Electric	\$ 452.55	\$ 500.00	\$ (47.45)	\$ 1,000.00
Entry Lighting	134.76	250.00	(115.24)	500.00
<b>Water-Sewer Combination Services</b>				
Water Reclaimed	6,450.45	12,500.00	(6,049.55)	25,000.00
<b>Stormwater Control</b>				
Aquatic Contract	1,950.00	2,580.00	(630.00)	5,160.00
Lake/Pond Repair Reserve	-	2,500.00	(2,500.00)	5,000.00
<b>Other Physical Environment</b>				
General Liability Insurance	3,816.00	2,125.00	1,691.00	4,250.00
Property & Casualty Insurance	-	750.00	(750.00)	1,500.00
Auto Insurance	-	375.00	(375.00)	750.00
Irrigation Repairs				
District Irrigation Repairs	35,257.78	15,000.00	20,257.78	30,000.00
Wellspring Irrigation Repairs	6,415.96	2,500.00	3,915.96	5,000.00
Landscaping Maintenance & Material				
District Landscaping	102,825.00	119,073.00	(16,248.00)	238,146.00
Gateway Road Landscaping	197.45	236.94	(39.49)	473.88
Wellspring Landscaping	19,670.30	18,978.00	692.30	37,956.00
Other Landscape Maintenance	1,023.50	31,907.30	(30,883.80)	63,814.60
Tree Trimming	3,870.00	20,000.00	(16,130.00)	40,000.00
Flower & Plant Replacement				
District Flower & Plant Replacement	6,690.00	55,000.00	(48,310.00)	110,000.00
Wellspring Flower & Plant Replacement	13,491.90	-	13,491.90	-
Contingency	1,405.00	5,000.00	(3,595.00)	10,000.00
Hurricane Cleanup	-	15,000.00	(15,000.00)	30,000.00
<b>Wellspring Blvd./Performance Drive Expenses</b>				
WSPD - Lighting	-	-	-	-
WSPD - Miscellaneous	-	2,500.00	(2,500.00)	5,000.00
WSPD - Water Reclaimed	-	-	-	-

# Myrtle Creek Improvement District

Budget to Actual  
For the Month Ending 03/31/2020

	Actual	Budget	Variance	FY 2020 Adopted Budget
<b>Interchange Maintenance Expenses</b>				
IME - Aquatics Maintenance	1,578.18	1,669.50	(91.32)	3,339.00
IME - Irrigation Repairs	2,434.30	4,725.00	(2,290.70)	9,450.00
IME - Landscaping	40,750.68	38,179.26	2,571.42	76,358.52
IME - Lighting	13,472.96	9,692.31	3,780.65	19,384.61
IME - Miscellaneous	3,444.53	726.86	2,717.67	1,453.73
IME - Water Reclaimed	182.58	1,453.85	(1,271.27)	2,907.69
<b>New Operational Field Expenses</b>				
Trail Repair	66,980.00	25,000.00	41,980.00	50,000.00
Crosswalk Improvements	-	15,000.00	(15,000.00)	30,000.00
<b>Road &amp; Street Facilities</b>				
Entry and Wall Maintenance	3,373.43	5,000.00	(1,626.57)	10,000.00
Streetlights	5,369.82	7,500.00	(2,130.18)	15,000.00
<b>Parks &amp; Recreation</b>				
Personnel Leasing Agreement	10,000.02	10,000.00	0.02	20,000.00
<b>Reserves</b>				
Infrastructure Capital Reserve	-	5,083.34	(5,083.34)	10,166.67
Interchange Maintenance Reserve	-	1,180.00	(1,180.00)	2,360.00
<b>Total Field Operations Expenses</b>	<b>\$ 351,237.15</b>	<b>\$ 431,985.36</b>	<b>\$ (80,748.21)</b>	<b>\$ 863,970.70</b>
<b>Total Expenses</b>	<b>\$ 408,306.26</b>	<b>\$ 501,335.35</b>	<b>\$ (93,029.09)</b>	<b>\$ 1,002,670.70</b>
<b>Income (Loss) from Operations</b>	<b>\$ 518,076.61</b>	<b>\$ (4,000.00)</b>	<b>\$ 522,076.61</b>	<b>\$ (8,000.00)</b>
<b>Other Income (Expense)</b>				
Interest Income	\$ 4,074.48	\$ 4,000.00	\$ 74.48	\$ 8,000.00
<b>Total Other Income (Expense)</b>	<b>\$ 4,074.48</b>	<b>\$ 4,000.00</b>	<b>\$ 74.48</b>	<b>\$ 8,000.00</b>
<b>Net Income (Loss)</b>	<b>\$ 522,151.09</b>	<b>\$ -</b>	<b>\$ 522,151.09</b>	<b>\$ -</b>

**Myrtle Creek Improvement District**  
Budget to Actual  
For the Month Ending 03/31/2020

	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	YTD Actual
<b><u>Revenues</u></b>							
On-Roll Assessments	\$ -	\$ 85,893.10	\$ 393,929.28	\$ 260,250.35	\$ 34,420.33	\$ 107,698.45	\$ 882,191.51
Developer Contributions	-	-	15,483.40	3,742.26	-	24,965.70	44,191.36
<b>Net Revenues</b>	<b>\$ -</b>	<b>\$ 85,893.10</b>	<b>\$ 409,412.68</b>	<b>\$ 263,992.61</b>	<b>\$ 34,420.33</b>	<b>\$ 132,664.15</b>	<b>\$ 926,382.87</b>
<b><u>General &amp; Administrative Expenses</u></b>							
<b><u>Legislative</u></b>							
Supervisor Fees	\$ -	\$ 2,000.00	\$ 1,000.00	\$ 800.00	\$ 800.00	\$ -	\$ 4,600.00
<b><u>Financial &amp; Administrative</u></b>							
Public Officials' Liability Insurance	3,331.00	-	-	-	-	-	3,331.00
Trustee Services	-	7,764.47	-	-	-	-	7,764.47
Management	-	3,333.33	3,333.33	6,666.66	3,333.33	3,333.33	19,999.98
Engineering							
District Engineering	-	-	-	-	3,056.50	375.00	3,431.50
Wellspring Engineering	-	-	-	-	-	-	-
Dissemination Agent	-	-	-	-	-	-	-
Property Appraiser	-	1,443.00	-	-	-	-	1,443.00
District Counsel	-	-	1,199.06	2,091.53	1,215.50	1,378.13	5,884.22
Assessment Administration	7,500.00	-	-	-	-	-	7,500.00
Reamortization Schedules	-	-	-	-	-	-	-
Audit	-	-	-	-	-	-	-
Arbitrage Calculation	-	-	-	-	-	-	-
Travel and Per Diem	-	-	-	-	54.15	7.09	61.24
Telephone	-	-	-	-	-	-	-
Postage & Shipping	-	-	14.00	-	27.97	-	41.97
Copies	-	-	-	-	-	-	-
Legal Advertising	-	200.00	448.75	866.26	181.25	196.25	1,892.51
Miscellaneous	-	-	-	-	-	-	-
Property Taxes	105.00	18.22	-	-	-	-	123.22
Web Site Maintenance	-	105.00	-	-	-	-	105.00
Holiday Decorations	-	716.00	-	-	-	-	716.00
Dues, Licenses, and Fees	175.00	-	-	-	-	-	175.00
<b>Total General &amp; Administrative Expenses</b>	<b>\$ 11,111.00</b>	<b>\$ 15,580.02</b>	<b>\$ 5,995.14</b>	<b>\$ 10,424.45</b>	<b>\$ 8,668.70</b>	<b>\$ 5,289.80</b>	<b>\$ 57,069.11</b>
<b><u>Field Operations</u></b>							
<b><u>Electric Utility Services</u></b>							
Electric	\$ -	\$ 89.88	\$ 90.62	\$ 91.13	\$ 90.83	\$ 90.09	\$ 452.55
Entry Lighting	-	48.97	21.63	21.38	21.63	21.15	134.76
<b><u>Water-Sewer Combination Services</u></b>							
Water Reclaimed	-	2,003.82	1,427.45	1,626.20	322.23	1,070.75	6,450.45
<b><u>Stormwater Control</u></b>							
Aquatic Contract	325.00	325.00	325.00	325.00	325.00	325.00	1,950.00
Lake/Pond Repair Reserve	-	-	-	-	-	-	-
<b><u>Other Physical Environment</u></b>							
General Liability Insurance	3,816.00	-	-	-	-	-	3,816.00
Property & Casualty Insurance	-	-	-	-	-	-	-
Auto Insurance	-	-	-	-	-	-	-
Irrigation							
District Irrigation	2,362.80	2,130.00	1,635.00	5,940.68	3,014.10	20,175.20	35,257.78
Wellspring Irrigation	-	581.50	-	1,985.66	870.00	2,978.80	6,415.96
Landscaping Maintenance & Material							

**Myrtle Creek Improvement District**  
Budget to Actual  
For the Month Ending 03/31/2020

	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	YTD Actual
District Landscaping	17,137.50	17,137.50	17,137.50	-	34,275.00	17,137.50	102,825.00
Gateway Road Landscaping	-	39.49	39.49	39.49	39.49	39.49	197.45
Wellspring Landscaping	2,708.00	2,708.00	2,708.00	2,905.50	5,932.80	2,708.00	19,670.30
Other Landscape Maintenance	-	-	905.00	118.50	-	-	1,023.50
Tree Trimming	-	-	3,870.00	-	-	-	3,870.00
Flower & Plant Replacement							
District Flower & Plant Replacement	-	-	6,690.00	-	-	-	6,690.00
Wellspring Flower & Plant Replacement	-	10,991.90	2,500.00	-	-	-	13,491.90
Contingency	-	-	-	-	-	1,405.00	1,405.00
Hurricane Cleanup	-	-	-	-	-	-	-
<b>Wellspring Blvd./Performance Drive Expenses</b>							
WSPD - Lighting	-	-	-	-	-	-	-
WSPD - Miscellaneous	-	-	-	-	-	-	-
WSPD - Water Reclaimed	-	-	-	-	-	-	-
<b>Interchange Maintenance Expenses</b>							
IME - Aquatics Maintenance	263.03	263.03	263.03	263.03	263.03	263.03	1,578.18
IME - Irrigation	756.00	1,168.45	126.79	-	170.83	212.23	2,434.30
IME - Landscaping	6,363.21	6,363.21	6,661.83	6,363.21	8,636.01	6,363.21	40,750.68
IME - Lighting	51.98	73.55	65.63	13,175.93	51.13	54.74	13,472.96
IME - Miscellaneous	-	2,356.20	992.25	-	-	96.08	3,444.53
IME - Water Reclaimed	-	63.47	42.60	118.79	(77.93)	35.65	182.58
<b>New Operational Field Expenses</b>							
Trail Repair	-	-	-	-	66,980.00	-	66,980.00
Crosswalk Improvements	-	-	-	-	-	-	-
<b>Road &amp; Street Facilities</b>							
Entry and Wall Maintenance	-	223.43	2,900.00	250.00	-	-	3,373.43
Streetlights	-	1,129.82	1,048.57	1,063.81	1,063.81	1,063.81	5,369.82
<b>Parks &amp; Recreation</b>							
Personnel Leasing Agreement	-	-	5,000.01	1,666.67	1,666.67	1,666.67	10,000.02
<b>Contingency</b>							
Infrastructure Capital Reserve	-	-	-	-	-	-	-
Interchange Maintenance Reserve	-	-	-	-	-	-	-
<b>Total Field Operations Expenses</b>	<b>\$ 33,783.52</b>	<b>\$ 47,697.22</b>	<b>\$ 54,450.40</b>	<b>\$ 35,954.98</b>	<b>\$ 123,644.63</b>	<b>\$ 55,706.40</b>	<b>\$ 351,237.15</b>
<b>Total Expenses</b>	<b>\$ 44,894.52</b>	<b>\$ 63,277.24</b>	<b>\$ 60,445.54</b>	<b>\$ 46,379.43</b>	<b>\$ 132,313.33</b>	<b>\$ 60,996.20</b>	<b>\$ 408,306.26</b>
<b>Income (Loss) from Operations</b>	<b>\$ (44,894.52)</b>	<b>\$ 22,615.86</b>	<b>\$ 348,967.14</b>	<b>\$ 217,613.18</b>	<b>\$ (97,893.00)</b>	<b>\$ 71,667.95</b>	<b>\$ 518,076.61</b>
<b>Other Income (Expense)</b>							
Interest Income	\$ 28.18	\$ 23.75	\$ 505.44	\$ 36.68	\$ 29.31	\$ 3,451.12	\$ 4,074.48
<b>Total Other Income (Expense)</b>	<b>\$ 28.18</b>	<b>\$ 23.75</b>	<b>\$ 505.44</b>	<b>\$ 36.68</b>	<b>\$ 29.31</b>	<b>\$ 3,451.12</b>	<b>\$ 4,074.48</b>
<b>Net Income (Loss)</b>	<b>\$ (44,866.34)</b>	<b>\$ 22,639.61</b>	<b>\$ 349,472.58</b>	<b>\$ 217,649.86</b>	<b>\$ (97,863.69)</b>	<b>\$ 75,119.07</b>	<b>\$ 522,151.09</b>

Myrtle Creek Improvement District  
FY 2020  
Cash Reconciliation

	Beg. Cash	FY19 Inflows	FY19 Outflows	FY20 Inflows	FY20 Outflows	End. Cash
10/1/2018	3,335.47	23,126.74	(30,098.67)	-	-	2,001.07
11/1/2018	2,001.07	39,860.94	(38,823.21)	-	-	1,738.80
12/1/2018	1,738.80	1,259,899.65	(1,044,986.20)	-	-	208,492.36
1/1/2019	208,492.36	137,622.72	(99,820.09)	-	-	246,294.99
2/1/2019	246,294.99	287,376.97	(259,436.78)	-	-	274,235.18
3/1/2019	274,235.18	91,694.64	(133,530.93)	-	-	232,398.89
4/1/2019	232,398.89	65,297.59	(93,956.46)	-	-	203,740.02
5/1/2019	203,740.02	97,936.58	(115,563.37)	-	-	186,113.23
6/1/2019	186,113.23	32,015.11	(71,578.35)	-	-	146,549.99
7/1/2019	146,549.99	85,112.42	(108,261.92)	-	-	123,400.49
8/1/2019	123,400.49	44,871.70	(104,762.75)	-	-	63,509.44
9/1/2019	63,509.44	33,054.93	(86,735.61)	-	(7,147.00)	2,681.76
10/1/2019	2,681.76	59,329.46	(52,664.46)	27,950.70	(37,128.30)	169.16
11/1/2019	169.16	-	-	208,651.64	(6,696.58)	202,124.22
12/1/2019	202,124.22	-	(1,762.09)	970,566.18	(503,270.11)	667,658.20
1/1/2020	667,658.20	-	-	632,702.33	(689,983.21)	610,377.32
2/1/2020	610,377.32	-	-	83,178.07	(124,798.94)	568,756.45
3/1/2020	568,756.45	-	-	301,145.63	(86,667.64)	783,234.44
4/1/2020	783,234.44	-	-	43,540.36	(251,694.14)	575,080.66
						as of 04/14/2020
FY 20 Totals		2,257,199.45	(2,241,980.89)	2,267,734.91	(1,707,385.92)	



**Myrtle Creek Improvement District  
Construction Tracking - April**

	Amount
<b>Series 2016 Bond Issue</b>	
Original Construction Fund	\$ 513,425.32
Additions (Interest, Transfers from DSR, etc.)	219,654.57
Cumulative Draws Through Prior Month	(331,389.43)
	=====
<b>Construction Funds Available</b>	<b>\$ 401,690.46</b>
<b>Requisitions This Month</b>	
	=====
<b>Total Requisitions This Month</b>	<b>\$ -</b>
	=====
Funds Remaining	\$ 401,690.46
Committed Funding	
Performance Drive Phase 3 - August bid and October NTP	\$ -
	=====
Total Committed	\$ -
	=====
<b>Net Uncommitted</b>	<b>401,690.46</b>