

Myrtle Creek Improvement District

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

www.myrtlecreekid.org

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, May 19, 2020 at 5:00 p.m. using telephonic conferencing due to the COVID-19 Executive Orders 20-52, 20-69 & 20-112. 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
- 1. **Swearing in of Newly Appointed Board Member**
- 2. **Discussion regarding Executive Orders 20-52, 20-69 & 20-112**
- 3. **Consideration of the Minutes of the April 21, 2020 Board of Supervisors' Meeting**
- 4. **Consideration of the Minutes of the April 21, 2020 Auditor Selection Committee Meeting**
- 5. **Letter from Supervisor of Elections – Orange County**
- 6. **Consideration of Resolution 2020-08, Election of Officers**

Business Matters

- 7. **Consideration of Conveyance of Lift Station Tract to City of Orlando**
- 8. **Consideration of Resolution 2020-09, Approving a Preliminary Budget for Fiscal Year 2021 and Setting a Public Hearing Date [suggested date of August 18, 2020 at 5:00 p.m.]**
- 9. **Consideration of District Management Fee Increase Letter for Fiscal Year 2021**
- 10. **Consideration of District Counsel Fee Increase Letter for Fiscal Year 2021**
- 11. **Ratification of Operation and Maintenance Expenditures Paid in April 2020 in an amount totaling \$86,667.64**
- 12. **Recommendation of Work Authorization/Proposed Services (if applicable)**
- 13. **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

Oath of Office

MYRTLE CREEK IMPROVEMENT DISTRICT
BOARD OF SUPERVISORS

OATH OF OFFICE

I, MARSHA LEE, A CITIZEN OF THE STATE OF FLORIDA AND OF THE UNITED STATES OF AMERICA, AND BEING EMPLOYED BY OR AN OFFICER OF MYRTLE CREEK IMPROVEMENT DISTRICT AND A RECIPIENT OF PUBLIC FUNDS AS SUCH EMPLOYEE OR OFFICER, DO HEREBY SOLEMNLY SWEAR OR AFFIRM THAT I WILL SUPPORT THE CONSTITUTION OF THE UNITED STATES AND OF THE STATE OF FLORIDA.

Marsha Lee

Board Supervisor

ACKNOWLEDGMENT OF OATH BEING TAKEN

STATE OF FLORIDA
COUNTY OF Orange

The foregoing oath was administered before me this 26th day of April, 2020, by Marsha Lee, who personally appeared before me, and is personally known to me or has produced license as identification, and is the person described in and who took the aforementioned oath as a Member of the Board of Supervisors of Myrtle Creek Improvement District and acknowledged to and before me that he/she took said oath for the purposes therein expressed.

(NOTARY SEAL)



Jennifer Courson
Notary Public, State of Florida

Print Name: Jennifer Courson



MYRTLE CREEK IMPROVEMENT DISTRICT

**Executive Orders
20-52, 20-69 & 20-112**

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:

Laurel M. Lee
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.

[Signature]
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

FILED
2020 MAR 20 AM 9:38
TALLAHASSEE, FLORIDA

STATE OF FLORIDA

OFFICE OF THE GOVERNOR

EXECUTIVE ORDER NUMBER 20-112

(Phase 1: Safe. Smart. Step-by-Step. Plan for Florida's Recovery)

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 April 3, 2020, I issued Executive Order 20-91 and Executive Order 20-92 directing all persons in Florida to limit their movements and personal interactions outside of their home only to those necessary to obtain or provide essential services or conduct essential activities; and

WHEREAS, my administration has implemented a data-driven strategy devoted to high-volume testing and aggressive contact tracing, as well as strict screening protocols in long-term care facilities to protect vulnerable residents; and

WHEREAS, data collected by the Florida Department of Health indicates the State has achieved several critical benchmarks in flattening the curve, including a downward trajectory of hospital visits for influenza-like illness and COVID-19-like syndromic cases, a decrease in percent positive test results, and a significant increase in hospital capacity since March 1, 2020; and

WHEREAS, during the week of April 20, 2020, I convened the Task Force to Re-Open Florida to evaluate how to safely and strategically re-open the State; and

WHEREAS, the path to re-opening Florida must promote business operation and economic recovery while maintaining focus on core safety principles.

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 and Chapter 252, Florida Statutes, and all other applicable laws, promulgate the following Executive Order:

Section 1. Phase 1 Recovery

In concert with the efforts of President Donald J. Trump and the White House Coronavirus Task Force, and based on guidance provided by the White House and the Centers for Disease Control and Prevention (CDC), the Occupational Safety and Health Administration (OSHA), and the Florida Surgeon General and State Health Officer, Dr. Scott Rivkees, I hereby adopt the following in response to the recommendations in Phase 1 of the plan published by the Task Force to Re-Open Florida.

Section 2. Responsible Individual Activity

A. All persons in Florida shall continue to limit their personal interactions outside the home; however, as of the effective date of this order, persons in Florida may provide or obtain:

1. All services and activities currently allowed, *i.e.*, those described in Executive Order 20-91 and its attachments, which include activities detailed in Section 3 of Executive Order 20-91, the U.S. Department of Homeland Security in its Guidance on the Essential Critical Infrastructure Workforce and a list propounded by Miami-Dade County in multiple orders (as of April 1, 2020), as well as other services and activities approved by the State Coordinating Officer. Such services should continue to follow safety

guidelines issued by the CDC and OSHA. If necessary, employee screening or use of personal protective equipment should continue.

2. Additional services responsibly provided in accordance with Sections 3 and 4 of this order in counties other than Miami-Dade, Broward and Palm Beach. In Miami-Dade, Broward and Palm Beach counties, allowances for services and activities from Sections 3 and 4 of this order will be considered in consultation with local leadership.

B. Except as provided in Section 2(A)(1) of this order, senior citizens and individuals with a significant underlying medical condition (such as chronic lung disease, moderate-to-severe asthma, serious heart conditions, immunocompromised status, cancer, diabetes, severe obesity, renal failure and liver disease) are strongly encouraged to stay at home and take all measures to limit the risk of exposure to COVID-19.

C. For the duration of this order, all persons in Florida should:

1. Avoid congregating in large groups. Local jurisdictions shall ensure that groups of people greater than ten are not permitted to congregate in any public space that does not readily allow for appropriate physical distancing.
2. Avoid nonessential travel, including to U.S. states and cities outside of Florida with a significant presence of COVID-19.
3. Adhere to guidelines from the CDC regarding isolation for 14 days following travel on a cruise or from any international destination and any area with a significant presence of COVID-19.

D. This order extends Executive Order 20-80 (Airport Screening and Isolation) and Executive Order 20-82 (Isolation of Individuals Traveling to Florida), with exceptions for persons involved in military, emergency, health or infrastructure response or involved in commercial activity. This order extends Sections 1(C) and 1(D) of Executive Order 20-86 (Additional Requirements of Certain Individuals Traveling to Florida), which authorize the Department of Transportation, with assistance from the Florida Highway Patrol and county sheriffs, to continue to implement checkpoints on roadways as necessary.

Section 3. Businesses Restricted by Previous Executive Orders

Unless I direct otherwise, for the duration of this order, the following applies to businesses directly addressed by my previous Executive Orders:

- A. Bars, pubs and nightclubs that derive more than 50 percent of gross revenue from the sale of alcoholic beverages shall continue to suspend the sale of alcoholic beverages for on-premises consumption. This provision extends Executive Order 20-68, Section 1 as modified by Executive Order 20-71, Sections 1 and 2.
- B. Restaurants and food establishments licensed under Chapters 500 or 509, Florida Statutes, may allow on-premises consumption of food and beverage, so long as they adopt appropriate social distancing measures and limit their indoor occupancy to no more than 25 percent of their building occupancy. In addition, outdoor seating is permissible with appropriate social distancing. Appropriate social distancing requires maintaining a minimum of 6 feet between parties, only seating parties of 10 or fewer people and keeping bar counters closed to seating. This provision

extends Executive Order 20-68, Section 3 and supersedes the conflicting provisions of Executive Order 20-71, Section 2 regarding on-premises food consumption.

- C. Gyms and fitness centers closed by Executive Order 20-71 shall remain closed.
- D. The prohibition on vacation rentals in Executive Order 20-87 remains in effect for the duration of this order.
- E. The Department of Business and Professional Regulation shall utilize its authorities under Florida law to implement and enforce the provisions of this order as appropriate.

Section 4. Other Affected Business Services

Unless I direct otherwise, for the duration of this order, the following applies to other business services affected by my previous Executive Orders:

- A. In-store retail sales establishments may open storefronts if they operate at no more than 25 percent of their building occupancy and abide by the safety guidelines issued by the CDC and OSHA.
- B. Museums and libraries may open at no more than 25 percent of their building occupancy, provided, however, that (a) local public museums and local public libraries may operate only if permitted by local government, and (b) any components of museums or libraries that have interactive functions or exhibits, including child play areas, remain closed.

Section 5. Medical Procedures

Subject to the conditions outlined below, elective procedures prohibited by Executive Order 20-72 may resume when this order goes into effect. A hospital ambulatory surgical center, office surgery center, dental office, orthodontic office, endodontic office or other health care

practitioners' office in the State of Florida may perform procedures prohibited by Executive Order 20-72 only if:

- A. The facility has the capacity to immediately convert additional facility-identified surgical and intensive care beds for treatment of COVID-19 patients in a surge capacity situation;
- B. The facility has adequate personal protective equipment (PPE) to complete all medical procedures and respond to COVID-19 treatment needs, without the facility seeking any additional federal or state assistance regarding PPE supplies;
- C. The facility has not sought any additional federal, state, or local government assistance regarding PPE supplies since resuming elective procedures; and
- D. The facility has not refused to provide support to and proactively engage with skilled nursing facilities, assisted living facilities and other long-term care residential providers.

The Agency for Health Care Administration and the Department of Health shall utilize their authority under Florida law to further implement and enforce these requirements. This order supersedes the conflicting provisions of Executive Order 20-72.

Section 6. Previous Executive Orders Extended

The Executive Order 20-69 (Local Government Public Meetings) is extended for the duration of this order.

Section 7. Enforcement

This order shall be enforced under section 252.47, Florida Statutes. Violation of this order is a second-degree misdemeanor pursuant to section 252.50, Florida Statutes, and is punishable by imprisonment not to exceed 60 days, a fine not to exceed \$500, or both.

Section 8. Effective Date

This order is effective at 12:01 a.m. on May 4, 2020.



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 29th day of April, 2020.



RON DESANTIS, GOVERNOR

ATTEST:



SECRETARY OF STATE

2020 APR 29 PM 4:52

FILED

TALLAHASSEE, FLORIDA

MYRTLE CREEK IMPROVEMENT DISTRICT
NOTICE OF PUBLIC MEETING 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 on **May 19, 2020, at 5:00 p.m.**, to be conducted by means of communications media technology, pursuant to Executive Orders 20-52, 20-69, and 20-112 issued by Governor DeSantis on March 9, 2020, March 20, 2020, and April 29, 2020 respectively, as such orders may be extended, and pursuant to Section 120.54(5)(b)2., *Florida Statutes*. The meeting is being held for the necessary public purpose of approving the Fiscal Year 2021 Proposed 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 meeting is open to the public and will be conducted in accordance with the provisions of Florida law for community development districts. The meeting 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 the meeting 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 the meeting 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 April 21, 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, April 21, 2020, at 5:02 p.m. Via telephonic conferencing due to the COVID-19 Executive Orders 20-52 & 20-69.

Bob Da Silva	Chairman	(via phone)
Kam Shenai	Vice-Chair	(via phone)
Kyle Scholl	Assistant Secretary	(via phone)
John Lynaugh	Assistant Secretary	(via phone)

Also, attending:

Jennifer Walden	PFM	(via phone)
Lynne Mullins	PFM	(via phone)
Amanda Lane	PFM	(via phone)
Kevin Plenzler	PFM	(via phone)
Tucker Mackie	Hopping Green & Sams	(via phone)
Jeff Newton	Donald W. McIntosh Associates, Inc.	(via phone)
Larry Kaufmann	Construction Supervisor & Construction Committee Member	(via phone)
Scott Thacker	District Landscape Supervisor & Construction Committee Member	(via phone)
Chris Wilson	Tavistock	(via phone)
Trudy Evans	Public	(via phone)
Marsha Leed	Public	(via phone)

SECOND ORDER OF BUSINESS

Public Comment Period

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

THIRD ORDER OF BUSINESS

Discussion Regarding Executive Orders 20-52 and 20-69

Ms. Mackie explained Executive Orders 20-52 and 20-69 suspended the Sunshine Law requirement that there be a physical quorum of three Board members to convene a meeting. The District provided information in the advertisement as to how the public could access the meeting. Ms. Walden also made her information available if anyone should have any issues accessing this meeting. This situation may continue for future meetings.

FOURTH ORDER OF BUSINESS

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

Board Members reviewed the minutes from the February 18, 2020, Board of Supervisors' Meeting.

On Motion by Mr. Shenai, second by Mr. Da Silva, with all in favor, the Board of Supervisors for the Myrtle Creek Improvement District approved the Minutes of the February 18, 2020, Board of Supervisors' Meeting.

FIFTH ORDER OF BUSINESS

Consideration of Appointment to Board Vacancy for Seat 1

Ms. Walden explained the Board will consider the appointment to Board Vacancy for Seat 1 for which the term expires in November of 2020. As discussed at the last meeting, the District put out a request for all interested parties and those six resumes have been provided for the Board's consideration.

The Board members discussed each of the resumes. Ms. Leed and Ms. Evans provided their background. Mr. Lynaugh nominated Ms. Evans. Mr. Scholl nominated Ms. Evans. The Board looked to District staff on how to hold an election for the position. Ms. Mackie stated the Board would not have an election but would appoint via motion. Ms. Evans and Ms. Lee dropped off the call. The Board discussed their professionalism in doing so. A discussion took place about the two nominees.

On Motion by Mr. Da Silva, second by Mr. Scholl, with all in favor, the Board of Supervisors for the Myrtle Creek Improvement District appointed Marsha Leed to the Board of Supervisors.

Mr. Da Silva asked when Ms. Walden reaches out to the other candidates that she lets them know there could be other openings in the future.

SIXTH ORDER OF BUSINESS

Consideration of Resolution 2020-08, General Election

This resolution states that Seat 1 held by Marsha Leed and Seat 2 held by Kam Shenai are up for election through the General Election this November. Included as an exhibit is the ad that will be placed notating the qualifying period for candidates with the Orange County Supervisor of Elections.

Mr. Shenai asked about the qualifying period. Ms. Walden will verify with the Orange County Supervisor of Elections and keep him up to date on the qualifying period.

On Motion by Mr. Da Silva, second by Mr. Lynaugh, with all in favor, the Board of Supervisors for the Myrtle Creek Improvement District approved Resolution 2020-08, General Election.

SEVENTH ORDER OF BUSINESS

Appointment of Auditor Selection Committee

Ms. Walden stated the Board needs to appoint a committee to select an auditor. Past practice has been that the Board of Supervisors has served as the Auditor Selection Committee. She recommended a motion to designate the Board as the Auditor Selection Committee.

On Motion by Mr. Da Silva, second by Mr. Lynaugh with all in favor, the Board of Supervisors for the Myrtle Creek Improvement District appointed itself as the Auditor Selection Committee.

EIGHTH ORDER OF BUSINESS

Consideration of Appointment to Construction Committee

Mr. Kaufmann stated the Board needs to appoint a member to the Construction Committee as Troy Davidson is no longer able to serve. He recommended that Chris Wilson assume his position on the Construction Committee.

On Motion by Mr. Da Silva, second by Mr. Shenai, with all in favor, the Board of Supervisors for the Myrtle Creek Improvement District appointed Chris Wilson to the Construction Committee.

NINTH ORDER OF BUSINESS

Discussion Regarding Lake Nona Blvd Landscape and Irrigation Damages

Ms. Mackie explained she is continuing to monitor communications regarding the damages that have been made to the District's landscape and irrigation improvements within Lake Nona Blvd., as a result of the ongoing utility work by Orange County Utilities. Since the last Board meeting, the District sent out a cease and desist letter as District staff has seen some significant damages to the irrigation system. It was helpful in arranging a meeting between Mr. Thacker, Cepra, and Mr. Stephens. Orange County Utilities and Felix Associates were also present. It was discussed who was responsible for existing damages and how future damages will be addressed.

Mr. Thacker had another meeting in the field this morning with Felix and the County's Representatives for another update. Felix and Cepra are aligned now and working well together. They both have things to do over the next few weeks and will meet again to review the progress as the project nears completion. Ms. Mackie discussed invoicing and the overall accounting of the landscaping loss suffered by the District to be reviewed in more detail prior to completion of the utility work. Mr. Shenai had a few questions which were addressed. Mr. Scholl asked about project completion. Mr. Wilson stated the Contractor's schedule has been running 90 days behind. The first Lift would start in about 30 days and about 30 days after that they would start the final lift.

TENTH ORDER OF BUSINESS

Review of FY 2021 Operations & Maintenance Budget

Ms. Walden explained today's purpose is to answer any questions, address any line items the Board would like to see adjusted or look in to including any new items the Board would like to see in the budget. The plan is to take those items, work with the Construction Committee at the next Construction Committee meeting to adjust the budget and then bring back a final proposed budget for the Board to approve in preliminary form at the May Board Meeting.

When the Board approves the preliminary budget in May, they will not be able to increase it later.

Ms. Walden explained the District staff discussed keeping the budget the same as last year and in doing that there is about \$166,000.00 for the Board to consider going into Contingency, Reserves, or additional items in the budget, or another item to be added.

Mr. Shenai stated there are three things the Board should consider. He asked if the overall amount is enough to keep the District looking pristine. The Board should consider if the District has enough contingency set aside for unforeseen circumstances. The Hurricane Cleanup was taken from \$30,000.00 to \$50,000.00, \$20,000.00 was set aside for Capital Reserve and a landscaping contingency for \$20,000.00. He feels comfortable there are enough contingencies. The third question was if there were adequate reserves on the balance sheet. There is \$156,000.00 in the general reserve account which is 23% of the District's proposed Field Ops Budget. He also felt that was adequate. Mr. Plenzler did an analysis to show the impact on assessments and it suggested a lowering of assessments.

Mr. Lynaugh raised a question regarding other physical environment irrigation repairs. It is expected for the District to spend \$70,515.00 in irrigation repairs in Fiscal Year 2020 and the District is only allowing \$30,000.00 for Fiscal Year 2021. He recommended adding more to that line item. Mr. Shenai replied for the month of March the District spent \$20,175.00 and on an average the District has spent around \$3,000.00 per month until that point. When he reached out to Mr. Thacker, he was informed it was the damage that was caused by Orange County's contractor. Mr. Lynaugh asked if the money allocated for the rest of Fiscal Year 2020 will take care of the irrigation issues. Mr. Thacker responded he does not anticipate any of the construction related irrigation issues to extend into the Fiscal Year 2021 Budget. A lengthy discussion took place regarding the overall budget and if it is too low. The District cannot raise it once approved. Ms. Walden added if projects are not used and money is left over it is used as carry forward. Some line items may spend more than initially planned. The District does not get assessments at the start of the fiscal year and the District needs to ensure they are able to cover 3 months' worth of bills until assessments are received. Mr. Lynaugh stated he would like more than three months' worth of bills in the carry forward amount. A discussion took place regarding increasing the budget to be comparable to last year. This budget is currently \$167,000.00 less than it was last year. The Board reviewed the flower and plant replacement line item.

Mr. Shenai reviewed the increases and decreases to the line items. A discussion took place on the trail line item. Mr. Da Silva asked about how much the District increased the assessments last year. Mr. Shenai stated in 2019 the ERU was \$352.00 and in 2020 it went up to \$488.54. Mr. Da Silva noted the District burned through the reserves in an effort to delay raising assessments and it came as a shock when the assessments were raised for Fiscal Year 2020. He noted if the District cuts the assessments for fiscal Year 2021 too much the District will not be able to get more money. A discussion took place about putting more in contingency. Mr. Scholl recommended earmarking it for future capital improvements. Mr. Da Silva proposed budgeting more money for trail repair. Ms. Walden stated that what the Board approves next

month is the cap and they cannot go over, but they can always bring it down. The District has several months to review it prior to the final adoption in August.

Mr. Shenai asked how to figure out the right amount of money for the reserve. Mr. Da Silva suggested taking an average amount from the unforeseen expenses and use it as a benchmark to hold in reserves. Ms. Walden noted the District staff can add that back in and look at some of the line items such as the reserve and the trail repair. A discussion took place about the trail repair and the amount spent on the trail could be a recurring cost due to root damage. Mr. Da Silva noted the trail might need replaced every 15 years and the District should set up the reserve with that philosophy. Mr. Shenai proposed increasing the reserve by \$80,000.00 and revisit it in May. No action was required by the Board. The Board thanked Mr. Shenai for his research.

ELEVENTH ORDER OF BUSINESS

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

Board Members reviewed the Operation & 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.

On Motion by Mr. Da Silva, second by Mr. Shenai, with all in favor, the Board of Supervisors for the Myrtle Creek Improvement District ratified the Operation & 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.

TWELFTH ORDER OF BUSINESS

Recommendation of Work Authorizations/Proposed Services

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

THIRTEENTH ORDER OF BUSINESS

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

Board Members reviewed the Statement of Financial Position and Budget to Actual through March 31, 2020.

FOURTEENTH ORDER OF BUSINESS

Staff Reports

<u>District Counsel</u> –	Ms. Mackie noted in appointing Ms. Leed to the Board it might be difficult to notarize documents in the current situation. Ms. Leed may be able to take her oath of office to a UPS store. In the event she is unable to get her oath notarized she will not be able to participate at the next Board Meeting.
<u>District Manager</u> –	Ms. Walden noted the Auditor Selection Committee is meeting just after the Board of Supervisors' meeting today. The next Board of Supervisors meeting is scheduled for Tuesday, May 19, 2020.
<u>District Engineer</u> –	No Report
<u>Construction Supervisor</u> –	No Report
<u>District Landscape Supervisor</u> –	No Report

FIFTEENTH ORDER OF BUSINESS

**Supervisor and Audience
Comments & Adjournment**

Mr. Shenai noted he met with Sherry Bagee from KPMG, Tim Cass from USTA, John Embry from USPTA, Laura Bowin from USTA of Florida, and Jim Grey the Commissioner. There are five takeaways he shared. The individuals were appreciative of the fact that the District approached them and would like to participate in the District meetings to update the Board on what is happening in their areas and to strengthen the relationship between themselves and Myrtle Creek. They were keen on the budget discussion. They expressed a strong desire in maintaining the landscape. Mr. Grey planned to go to last month's meeting.

Mr. Shenai asked if the Board had seen the District's Mission Statement. He suggested Ms. Mackie review it from a legal standpoint and that the Board decide if they want to go through with having a Mission Statement.

Mr. Da Silva stated the previous meeting minutes, the Eleventh Order of Business, he had questioned whether the District should exclude Jr. Davis from future work in the District. He is formally withdrawing that discussion and he thinks they are qualified and capable of performing work for the District in the future.

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

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

Secretary/Assistant Secretary

Chair/Vice Chair

EXHIBIT A

April 21, 2020	5:00 PM	from Amanda Lane (privately): I had to join via the 'call me' feature.
April 21, 2020	5:00 PM	from Amanda Lane (privately): Am I showing as a 'call in user' or just as me?

MYRTLE CREEK IMPROVEMENT DISTRICT

**Minutes of the April 21, 2020
Auditor Selection Committee Meeting**

MYRTLE CREEK IMPROVEMENT DISTRICT

AUDITOR SELECTION COMMITTEE MEETING MINUTES

FIRST ORDER OF BUSINESS

The Auditor Selection Committee Meeting for the Myrtle Creek Improvement District was called to order on Tuesday, April 21, 2020 at 6:24 p.m. Via telephonic conferencing due to the COVID-19 Executive Orders 20-52 & 20-69.

Present Via Speakerphone:

Kyle Scholl	Committee Member	(via phone)
John Lynaugh	Committee Member	(via phone)
Kan Shenai	Committee Member	(via phone)
Bob Da Silva	Committee Member	(via phone)

Also, attending:

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

SECOND ORDER OF BUSINESS

Public Comment Period

Dr. Levey called for any public comments on any agenda items. There were no comments provided.

THIRD ORDER OF BUSINESS

Review and Approval of Audit Documents

- a) Audit RFP Notice**
- b) Instructions to Proposers**
- c) Evaluation Criteria – with and without price**

The Board reviewed the audit RFP documents. Ms. Walden asked if the Board wished to approve evaluation criteria with or without price. Historically the District has approved evaluation criteria to include price and that is Ms. Walden's recommendation. She noted there was an update with the District's Rules

of procedure. Previously the Audit services were approved for up to three years but now they may be approved for up to five years. Ms. Walden will make the change to the audit documents.

The Board discussed including price and making it 60% of the points.

On Motion by Mr. Da Silva, second by Mr. Scholl, with all in favor, the Auditor Selection Committee for the Myrtle Creek Improvement District approved the form of RFP and the Evaluation Criteria to include price and 60 points for Price, 10 points for Ability of Personnel, Proposer's Experience, 10 points for Understanding of Scope of Work and 10 points for Ability to Furnish the Required Services.

FOURTH ORDER OF BUSINESS

Adjournment

There was no further business to discuss. Ms. Walden requested a motion to adjourn.

On Motion by Mr. Scholl, second by Mr. Da Silva, with all in favor, the April 21, 2020 Meeting of the Auditor Selection Committee for the Myrtle Creek Improvement District was adjourned.

Secretary/Assistant Secretary

Chair/Vice Chair

MYRTLE CREEK IMPROVEMENT DISTRICT

**Supervisor of Elections
- Orange County**

From: [Patrick Floto](#)
To: [Jennifer Walden](#); boardmember1@myrtlecreekid.org; boardmember2@myrtlecreekid.org; boardmember3@myrtlecreekid.org; boardmember4@myrtlecreekid.org; boardmember5@myrtlecreekid.org
Cc: [Trendy Harris](#); [Cathy McGill-Johnson](#)
Subject: Orange County SOE April 15, 2020 Voter Count: Myrtle Creek Improvement District
Date: Wednesday, April 15, 2020 10:08:01 AM
Attachments: [20200415 Active Voters by District.pdf](#)

EXTERNAL EMAIL: Use care with links and attachments.

Myrtle Creek Improvement District – 2235

The relevant section of the attached report is on Page 2

Patrick Floto

DATA REPORTING COORDINATOR
ORANGE COUNTY SUPERVISOR OF ELECTIONS
407-254-6509
PATRICK.FLOTO@OCFELECTIONS.COM

Disclaimer: Florida has a very broad public records law. As a result, any written communication created or received by the Orange County Supervisor of Elections Office will be made available to the public and media, upon request, unless otherwise exempt. Under Florida law, e-mail addresses are public records. If you do not want your e-mail address released in response to a public records request, do not send electronic mail to this office. Instead, contact our office by phone or in writing.

MYRTLE CREEK IMPROVEMENT DISTRICT

**Resolution 2020-08,
Election of Officers**

RESOLUTION 2020-08

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE
MYRTLE CREEK IMPROVEMENT DISTRICT ELECTING THE
OFFICERS OF THE DISTRICT AND PROVIDING FOR AN
EFFECTIVE DATE**

WHEREAS, the **MYRTLE CREEK IMPROVEMENT DISTRICT** (hereinafter the “District”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, Florida Statutes; and

WHEREAS, the Board of Supervisors of the District desires to elect the Officers of the District.

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

Section 1. _____ is elected Chair.

Section 2. _____ is elected Vice Chair.

Section 3. _____ is elected Secretary.

_____ is elected Assistant Secretary.

_____ is elected Assistant Secretary.

_____ is elected Assistant Secretary.

_____ is elected Assistant Secretary.

Section 4. _____ is elected Treasurer.

Section 5. _____ is elected as Assistant Treasurer.

Section 6. All Resolutions or parts of Resolutions in conflict herewith are hereby repealed to the extent of such conflict.

Section 7. This Resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED THIS 19th DAY of MAY, 2020

ATTEST:

**MYRTLE CREEK
IMPROVEMENT
DISTRICT**

Secretary/Assistant Secretary

Chair/Vice-Chair

MYRTLE CREEK IMPROVEMENT DISTRICT

Conveyance of Lift Station Tract to City of Orlando

This Instrument Prepared By:

Tucker F. Mackie, Esq.
Hopping Green & Sams, P.A.
119 South Monroe Street, Suite 300
Tallahassee, Florida 32301

Property Appraisers Parcel I.D.:
24-24-30-0000-00-007

SPECIAL WARRANTY DEED

THIS SPECIAL WARRANTY DEED, dated ____ day of _____, 2020, is by and from the **MYRTLE CREEK IMPROVEMENT DISTRICT**, a local unit of special-purpose government, whose address is 12051 Corporate Boulevard, Orlando, Florida 32817 (hereinafter called the “Grantor”), and the **CITY OF ORLANDO, FLORIDA**, a Florida municipal corporation, whose post office address is 400 South Orange Avenue, Orlando, Florida 32801 (hereinafter called the “Grantee”).

(Whenever used herein the terms “Grantor and Grantee” shall include all of the parties of this instrument and their heirs, legal representatives, successors and assigns.)

WITNESSETH:

That the Grantor, for and in consideration of the sum of \$10.00 and other valuable consideration, the receipt whereof is hereby acknowledged, by these presents does grant, bargain, sell, alien, remise, release, convey and confirm unto the Grantee, all that certain land situate in the County of Orange, State of Florida, being more particularly described on **Exhibit A** attached hereto and made a part hereof (the “Property”).

TOGETHER WITH all the tenements, hereditaments and appurtenances thereunto belonging or in anywise appertaining, to have and to hold the same in fee simple forever.

The Grantor hereby covenants with Grantee, except as set forth herein, that at the time of the delivery of this deed, the Property was free from all encumbrances made by it, and that it will warrant and defend the title to the Property against the lawful claims of all persons claiming, by through or under the Grantor, but against none other; provided that this conveyance is made subject to covenants, restrictions and easements of record; however, such references shall not serve to reimpose the same.

IN WITNESS WHEREOF, the Grantor has signed and sealed these presents the day and year first above written.

Signed, sealed and delivered

MYRTLE CREEK IMPROVEMENT
DISTRICT, a local unit of special-
purpose government

Print Name: _____

By: _____
Chairperson

Print Name: _____

STATE OF FLORIDA
COUNTY OF _____

The foregoing instrument was acknowledged before me this ____ day of _____, 2020, by _____, as Chairperson of the Myrtle Creek Improvement District, who is personally known to me or has produced _____ as identification.

Notary Public

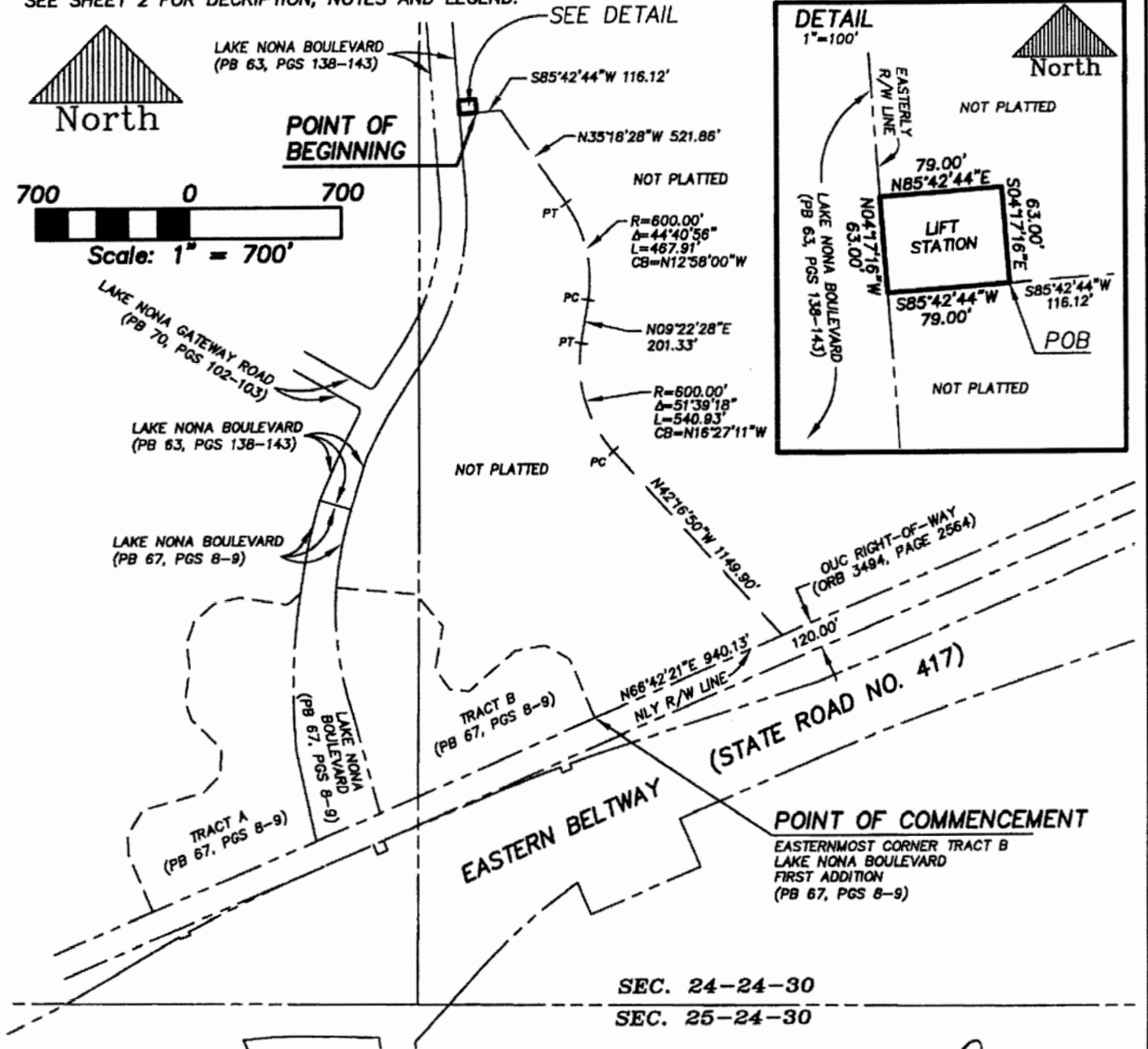
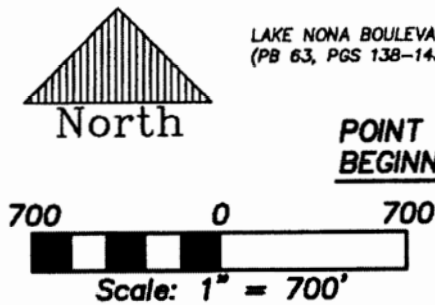
Exhibit A

Description of the Property

EXHIBIT A

SKETCH OF DESCRIPTION

SEE SHEET 2 FOR DESCRIPTION, NOTES AND LEGEND.



PREPARED FOR:

DIVOSTA & COMPANY

VILLAGEWALK AT LAKE NONA - MODIFIED LIFT STATION



DONALD W. McINTOSH ASSOCIATES, INC.
ENGINEERS PLANNERS SURVEYORS

2200 PARK AVENUE NORTH, WINTER PARK, FLORIDA 32789 (407) 644-4068
CERTIFICATE OF AUTHORIZATION NO. LB68

REVISIONS
DONALD W. McINTOSH ASSOCIATES, INC.
CERTIFICATE OF AUTHORIZATION NO. LB68

Scott Grossman
Florida Registered Surveyor and Mapper
Certificate No. 5048
NOT VALID WITHOUT THE SIGNATURE AND THE
ORIGINAL RAISED SEAL OF A FLORIDA LICENSED
SURVEYOR AND MAPPER.

DRAWN BY: PH
DATE: 09/24/08

CHECKED BY: SG
DATE: 09/24/08

JOB NO.
27165.0045

SCALE
1"=700'

SHEET 1
OF 2

SKETCH OF DESCRIPTION

DESCRIPTION:

That part of Section 24, Township 24 South, Range 30 East, Orange County, Florida, described as follows:

Commence at the Easternmost corner of Tract "B", according to the plat of LAKE NONA BOULEVARD FIRST ADDITION, as recorded in Plat Book 67, Pages 8 and 9, of the Public Records of Orange County, Florida; thence N66°42'21"E along the Northerly line of an Orlando Utilities Commission Railroad right-of-way, said right-of-way as recorded in Official Records Book 3494, Page 2564, of the Public Records of Orange County, Florida, for a distance of 940.13 feet; thence run N42°16'50"W for a distance of 1149.90 feet to the point of curvature of a curve concave Easterly having a radius of 600.00 feet and a chord bearing of N16°27'11"W; thence run Northerly along the arc of said curve through a central angle of 51°39'18" for a distance of 540.93 feet to the point of tangency; thence run N09°22'28"E for a distance of 201.33 feet to the point of curvature of a curve concave Westerly having a radius of 600.00 feet and a chord bearing of N12°58'00"W; thence run Northerly along the arc of said curve through a central angle of 44°40'56" for a distance of 467.91 feet to the point of tangency; thence run N35°18'28"W for a distance of 521.86 feet; thence run S85°42'44"W for a distance of 116.12 feet to the POINT OF BEGINNING; thence continue S85°42'44"W, 79.00 feet to the Easterly right-of-way line of Lake Nona Boulevard, according to the plat of LAKE NONA BOULEVARD, as recorded in Plat Book 63, Pages 138 through 143, of the Public Records of Orange County, Florida; thence N04°17'16"W along said Easterly right-of-way line, 63.00 feet; thence departing said Easterly right-of-way line run N85°42'44"E, 79.00 feet; thence S04°17'16"E, 63.00 feet to the POINT OF BEGINNING.

Being subject to any rights-of-way, restrictions and easements of record.

NOTES:

- This is not a survey.
- Not valid without the signature and the original raised seal of a Florida licensed surveyor and mapper.
- Bearings based on the Easterly right-of-way line of Lake Nona Boulevard (Plat Book 63, Pages 138-143) as being N04°17'16"W (per plat)
- Lands shown hereon were not abstracted for rights-of-way, easements, ownership or other instruments of record by this firm.
- No title opinion or abstract of matters affecting title or boundary to the subject property or those of adjoining land owners have been provided. It is possible there are deeds of record, unrecorded deeds or other instruments which could affect the boundaries or use of the subject property.
- This Sketch of Description does not depict any easements of record that may be within or adjoining the lands described hereon.

PREPARED FOR:

DIVOSTA & COMPANY

VILLAGEWALK AT LAKE NONA - MODIFIED LIFT STATION



DONALD W. MCINTOSH ASSOCIATES, INC.
ENGINEERS PLANNERS SURVEYORS

2200 PARK AVENUE NORTH, WINTER PARK, FLORIDA 32789 (407) 644-4068
CERTIFICATE OF AUTHORIZATION NO. LB68

DRAWN BY: PH	CHECKED BY: SG	JOB NO.	SCALE	SHEET 2
DATE: 09/24/08	DATE: 09/24/08	27165.0045	N/A	OF 2

LEGEND

Δ=	CENTRAL ANGLE
R=	RADIUS
L=	ARC LENGTH
CB=	CHORD BEARING
SEC 24-24-30	SECTION, TOWNSHIP, RANGE
NT	NON-TANGENT
NLY	NORTHERLY
OUC	ORLANDO UTILITIES COMMISSION
PC	POINT OF CURVATURE
PT	POINT OF TANGENCY
POB	POINT OF BEGINNING
PB	PLAT BOOK
PG	PAGE
PGS	PAGES
ORB	OFFICIAL RECORDS BOOK
R/W	RIGHT-OF-WAY

MYRTLE CREEK IMPROVEMENT DISTRICT

**Resolution 2020-09,
Approving a Preliminary Budget for Fiscal Year
2021 and Setting a Public Hearing Date**

RESOLUTION 2020-09

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE MYRTLE CREEK IMPROVEMENT DISTRICT APPROVING PROPOSED BUDGETS FOR FISCAL YEAR 2020/2021 AND SETTING A PUBLIC HEARING THEREON PURSUANT TO FLORIDA LAW; ADDRESSING TRANSMITTAL, POSTING AND PUBLICATION REQUIREMENTS; ADDRESSING SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the District Manager has heretofore prepared and submitted to the Board of Supervisors (“**Board**”) of the Myrtle Creek Improvement District (“**District**”) prior to June 15, 2020, proposed budgets (“**Proposed Budget**”) for the fiscal year beginning October 1, 2020 and ending September 30, 2021 (“**Fiscal Year 2020/2021**”); and

WHEREAS, the Board has considered the Proposed Budget and desires to set the required public hearing thereon.

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

1. **PROPOSED BUDGET APPROVED.** The Proposed Budget prepared by the District Manager for Fiscal Year 2020/2021 attached hereto as **Exhibit A** is hereby approved as the basis for conducting a public hearing to adopt said Proposed Budget.

2. **SETTING A PUBLIC HEARING.** A public hearing on said approved Proposed Budget is hereby declared and set for the following date, hour and location:

DATE: August 18, 2020

HOUR: 5:00 p.m.

LOCATION: 6900 Tavistock Lakes Blvd, Suite 200

Orlando, FL 32827

3. **TRANSMITTAL OF PROPOSED BUDGET TO LOCAL GENERAL PURPOSE GOVERNMENTS.** The District Manager is hereby directed to submit a copy of the Proposed Budget to the City of Orlando and Orange County at least 60 days prior to the hearing set above.

4. **POSTING OF PROPOSED BUDGET.** In accordance with Section 189.016, *Florida Statutes*, the District’s Secretary is further directed to post the approved Proposed Budget on the District’s website at least two days before the budget hearing date as set forth in Section 2, and shall remain on the website for at least 45 days.

5. **PUBLICATION OF NOTICE.** Notice of this public hearing shall be published in the manner prescribed in Florida law.

6. **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.

7. **EFFECTIVE DATE.** This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED THIS 19TH DAY OF MAY, 2020.

ATTEST:

**MYRTLE CREEK IMPROVEMENT
DISTRICT**

Secretary/Assistant Secretary

By: _____
Its: _____

Myrtle Creek Improvement District
FY 2021 Proposed O&M Budget

EXHIBIT A

	Actual Through 04/30/2020	Anticipated May - Sep.	Anticipated FY 2020 Totals	FY 2020 Adopted Budget	FY 2021 Proposed Budget	Change in Year Variance
Revenues						
On-Roll Assessments	\$ 899,947.22	\$ 46,767.48	\$ 946,714.70	\$ 946,714.70	\$ 858,801.80	\$ (87,912.90)
Developer Contributions	47,536.16	34,797.60	82,333.76	47,956.00	52,496.00	4,540.00
Net Revenues	\$ 947,483.38	\$ 81,565.08	\$ 1,029,048.46	\$ 994,670.70	\$ 911,297.80	\$ (83,372.90)
General & Administrative Expenses						
Legislative						
Supervisor Fees	\$ 5,400.00	\$ 5,000.00	\$ 10,400.00	\$ 12,000.00	\$ 12,000.00	\$ -
Financial & Administrative						
Public Officials' Liability Insurance	3,331.00	-	3,331.00	3,575.00	4,000.00	425.00
Trustee Services	7,764.47	-	7,764.47	10,000.00	10,000.00	-
Management	23,333.31	16,666.69	40,000.00	40,000.00	45,000.00	5,000.00
District Engineering	4,119.00	2,942.14	7,061.14	7,500.00	10,000.00	2,500.00
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	8,986.60	6,419.00	15,405.60	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	2,500.00	1,500.00	4,000.00	4,000.00	6,500.00	2,500.00
Arbitrage Calculation	-	900.00	900.00	900.00	900.00	-
Travel and Per Diem	61.24	43.74	104.98	200.00	300.00	100.00
Telephone	-	208.33	208.33	500.00	50.00	(450.00)
Postage & Shipping	41.97	29.98	71.95	1,000.00	1,000.00	-
Copies	-	833.33	833.33	2,000.00	2,000.00	-
Legal Advertising	1,892.51	1,351.79	3,244.30	6,000.00	6,500.00	500.00
Miscellaneous	-	2,083.33	2,083.33	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	-
Total General & Administrative Expenses	\$ 67,492.32	\$ 47,823.34	\$ 115,315.66	\$ 138,700.00	\$ 149,275.00	\$ 10,575.00

Myrtle Creek Improvement District
FY 2021 Proposed O&M Budget

	Actual Through 04/30/2020	Anticipated May - Sep.	Anticipated FY 2020 Totals	FY 2020 Adopted Budget	FY 2021 Proposed Budget	Change in Year Variance
Field Operations						
Electric Utility Services						
Electric	\$ 543.58	\$ 388.27	\$ 931.85	\$ 1,000.00	\$ 1,000.00	\$ -
Entry Lighting	156.26	111.61	267.87	500.00	500.00	-
Water-Sewer Combination Services						
Water Reclaimed	8,594.23	6,138.74	14,732.97	25,000.00	25,000.00	-
Stormwater Control						
Aquatic Contract	2,275.00	1,625.00	3,900.00	5,160.00	4,000.00	(1,160.00)
Lake/Pond Repair Reserve	-	5,000.00	5,000.00	5,000.00	5,000.00	-
Other Physical Environment						
General Liability Insurance	3,816.00	-	3,816.00	4,250.00	4,500.00	250.00
Property & Casualty Insurance	-	-	-	1,500.00	1,700.00	200.00
Auto Insurance	-	-	-	750.00	500.00	(250.00)
Irrigation Repairs						
District Irrigation Repairs	39,410.58	28,150.41	67,560.99	30,000.00	30,000.00	-
Wellspring Irrigation Repairs	6,415.96	4,582.83	10,998.79	5,000.00	5,000.00	-
Landscaping Maintenance & Material						
District Landscaping	119,962.50	118,183.50	238,146.00	238,146.00	205,650.00	(32,496.00)
Gateway Road Landscaping	236.94	236.94	473.88	473.88	473.88	-
Wellspring Landscaping	22,378.30	15,577.70	37,956.00	37,956.00	32,496.00	(5,460.00)
Other Landscape Maintenance	1,023.50	62,791.10	63,814.60	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	75,631.42	82,321.42	110,000.00	50,000.00	(60,000.00)
Wellspring Flower & Plant Replacement	13,491.90	9,637.07	23,128.97	-	10,000.00	10,000.00
Contingency	-	10,000.00	10,000.00	10,000.00	103,372.90	93,372.90
Pest Control	1,405.00	1,405.00	2,810.00	-	2,810.00	2,810.00
Hurricane Cleanup	-	30,000.00	30,000.00	30,000.00	50,000.00	20,000.00
Wellspring Blvd./Performance Drive Expenses						
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 04/30/2020	Anticipated May - Sep.	Anticipated FY 2020 Totals	FY 2020 Adopted Budget	FY 2021 Proposed Budget	Change in Year Variance
Interchange Maintenance Expenses						
IME - Aquatics Maintenance	1,841.21	1,497.79	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	35,607.84	76,358.52	76,358.52	76,358.52	-
IME - Lighting	16,007.82	11,434.16	27,441.98	19,384.61	1,575.00	(17,809.61)
IME - Miscellaneous	3,444.53	2,460.38	5,904.91	1,453.73	1,575.00	121.28
IME - Water Reclaimed	274.30	2,633.39	2,907.69	2,907.69	2,362.50	(545.19)
New Operational Field Expenses						
Trail Repair	66,980.00	-	66,980.00	50,000.00	15,000.00	(35,000.00)
Crosswalk Improvements	-	30,000.00	30,000.00	30,000.00	-	(30,000.00)
Road & Street Facilities						
Entry and Wall Maintenance	3,373.43	6,626.57	10,000.00	10,000.00	10,000.00	-
Streetlights	6,433.63	8,566.37	15,000.00	15,000.00	15,000.00	-
Parks & Recreation						
Personnel Leasing Agreement	11,666.69	8,333.31	20,000.00	20,000.00	36,000.00	16,000.00
Reserves						
Infrastructure Capital Reserve	-	10,166.67	10,166.67	10,166.67	20,000.00	9,833.33
Interchange Maintenance Reserve	-	2,360.00	2,360.00	2,360.00	2,360.00	-
Total Field Operations Expenses	\$ 383,476.34	\$ 537,291.77	\$ 920,768.11	\$ 863,970.70	\$ 770,022.80	\$ (93,947.90)
Total Expenses	\$ 450,968.66	\$ 585,115.11	\$ 1,036,083.77	\$ 1,002,670.70	\$ 919,297.80	\$ (83,372.90)
Income (Loss) from Operations	\$ 496,514.72	\$ (503,550.03)	\$ (7,035.31)	\$ (8,000.00)	\$ (8,000.00)	\$ (0.00)
Other Income (Expense)						
Interest Income	\$ 4,103.93	\$ 2,931.38	\$ 7,035.31	\$ 8,000.00	\$ 8,000.00	\$ -
Total Other Income (Expense)	\$ 4,103.93	\$ 2,931.38	\$ 7,035.31	\$ 8,000.00	\$ 8,000.00	\$ -
Net Income (Loss)	\$ 500,618.65	\$ (500,618.65)	\$ -	\$ -	\$ -	\$ -

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

**District Management Fee Increase Letter
for Fiscal Year 2021**



May 14, 2020

Mr. Bob da Silva
Chairman of the Board of Supervisors
Myrtle Creek Improvement District
12051 Corporate Boulevard
Orlando, FL 32817

Dear Mr. da Silva:

pfm

12051 Corporate Blvd.
Orlando, FL 32817
407.723.5900

pfm.com

Thank you for the opportunity to continue serving as District Manager to the Myrtle Creek Improvement District (the "District"). The agreement in place between our firm and the District dated January 15, 2019 provides for the review and adjustment annually of our fees pursuant to the District's annual budget process. We are respectfully requesting a fee increase from \$40,000 to \$45,000 for the year.

Please note this change will be effective on the billing for October 2020, in conjunction with the District's new Fiscal Year.

Provided the changes are acceptable, please have an authorized official of the District sign and return a copy of this letter to us to acknowledge the increase.

Sincerely,
PFM GROUP CONSULTING LLC

Senior Managing Consultant

Accepted by:

(Signature)

(Print Name)

(Date)

MYRTLE CREEK IMPROVEMENT DISTRICT

**District Counsel Fee Increase Letter
for Fiscal Year 2021**

Hopping Green & Sams

Attorneys and Counselors

May 19, 2020

Board of Supervisors
Myrtle Creek Community Development District
c/o Jennifer Walden, District Manager
PFM Group Consulting, LLC
12051 Corporate Blvd.
Orlando, Florida 32817

Re: Hopping Green & Sams Fiscal Year 2020 Rates

Dear Board Members:

Since our firm was retained, we have charged the Myrtle Creek Community Development District ("District") fees at an hourly rate for the provision of legal services. This letter sets forth our proposal for an adjustment in our legal fees charged to the District. The increases in billing rates for existing clients are based upon our costs of doing business, increases in the experience and expertise of our attorneys and market trends. We have enjoyed the opportunity to work with the District and appreciate this opportunity to address our rates.

Please note that we have not proposed annual rate increases contemplated by the Agreement between the District and our firm since 2014. With respect to fees for our services for fiscal year 2020-2021, my hourly rate is proposed to adjust to \$290, which represents an annual increase of approximately .5% in the rates charged for the supervising attorney providing the majority of legal services to the District. This reflects a 5% discount from my regular rate. Further, the rate for paralegal services is proposed to adjust from \$125 to \$135. I request these changes be made effective October 1, 2020.

As we have in the past, we will endeavor to keep our fees as low as possible to you, while maintaining our professional and ethical obligations to provide service. We do not expect these rates to negatively affect the District's budget.

We welcome the opportunity to discuss this proposal with you further. If you have any questions, please feel free to call.

Very truly yours,

HOPPING GREEN & SAMS, P.A.



Tucker F. Mackie

Accepted:

Bob daSilva
Chair, Board of Supervisors

Date: _____

MYRTLE CREEK IMPROVEMENT DISTRICT

**Operation and Maintenance Expenditures Paid in
April 2020 in an amount totaling \$77,330.50**

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 April 1, 2020 through April 30, 2020. This does not include expenditures previously approved by the Board.

The total items being presented: **\$77,330.50**

Approval of Expenditures:

_____ Chairman

_____ Vice Chairman

_____ Assistant Secretary

Myrtle Creek Improvement District
AP Check Register (Current by Bank)
Check Dates: 4/1/2020 to 4/30/2020

Check No.	Date	Status*	Vendor ID	Payee Name	Amount
BANK ID: SUN - CITY NATIONAL BANK					001-101-0000-00-01
3697	04/06/20	P	AWC	Aquatic Weed Control, Inc.	\$325.00
3698	04/06/20	P	BCID	Boggy Creek Improv. District	\$115.00
3699	04/06/20	P	CEPRA	Cepra Landscape	\$42,362.70
3700	04/06/20	P	DONMC	Donald W. McIntosh Associates	\$375.00
3701	04/06/20	P	DMI	Driveway Maintenance Inc.	\$1,380.00
3702	04/06/20	P	FAC	Fire Ant Control	\$1,405.00
3703	04/06/20	P	HGS	Hopping Green & Sams	\$1,378.13
3704	04/06/20	P	ORLSEN	Orlando Sentinel	\$196.25
3705	04/06/20	P	PFMGC	PFM Group Consulting	\$3,340.42
3706	04/06/20	P	TDM	Tavistock Development Mgmt Co	\$1,666.67
3707	04/14/20	P	AWC	Aquatic Weed Control, Inc.	\$325.00
3708	04/14/20	P	CEPRA	Cepra Landscape	\$4,789.60
3709	04/14/20	P	GRAU	Grau and Associates	\$2,500.00
3710	04/14/20	P	HGS	Hopping Green & Sams	\$3,102.38
3711	04/14/20	P	TDM	Tavistock Development Mgmt Co	\$1,666.67
3712	04/14/20	P	TRUSTE	US Bank as Trustee for Myrtle	\$177,683.76
BANK SUN REGISTER TOTAL:					\$242,611.58
GRAND TOTAL :					\$242,611.58

Myrtle Creek Improvement District
FY 2020
Cash Reconciliation

64,927.82 Checks 3697-3711 cut

177,683.76 Check 3712 - Debt Service

9,082.56 PA 435 - February ICM paid online

3,320.12 PA 438 - OUC paid online

255,014.26 Total cash spent

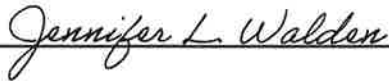
77,330.50 O&M cash spent

MYRTLE CREEK IMPROVEMENT DISTRICT

Payment Authorization #434


3/6/2020

Item No.	Payee	Invoice Number	General Fund
1	Aquatic Weed Control March Waterway Service	45221	\$ 325.00
2	Cepira Landscape Investigate Mainline Leak March Landscape Maintenance - Sections 1	14767 14863	\$ 420.00 \$ 17,137.50
TOTAL			\$ 17,882.50



Secretary/Assistant Secretary

Chairperson

 3/16/20

RECEIVED MAR 26 2020

MYRTLE CREEK IMPROVEMENT DISTRICT

Payment Authorization #435

3/13/2020

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


Secretary/Assistant Secretary

Chairperson


3/14/20

RECEIVED MAR 14 2020

MYRTLE CREEK IMPROVEMENT DISTRICT

Payment Authorization #436

3/27/2020

Item No.	Payee	Invoice Number	General Fund
1	Cepra Landscape		
	P.O.C. Pressure Regulation	15134	\$ 420.00
	Controller 7 Repair	15137	\$ 103.20
	Mainline Repair	15139	\$ 1,680.00
	Mainline Repair P.O.C. 2	15143	\$ 5,396.00
	Mainline/Valve Reconnect	15144	\$ 2,470.00
	Valve Replacements	15145	\$ 1,680.00
2	Donald W McIntosh Associates		
	Engineering Services Through 02/28/2020	37656	\$ 375.00
3	Orlando Sentinel		
	Legal Advertising Through 03/15/2020 (Ad: 6614556)	OSC17877136	\$ 196.25
4	PFM Group Consulting		
	Reimbursables: February 2020	108798	\$ 7.09
TOTAL			\$ 12,327.54



Secretary/Assistant Secretary

Chairperson

RECEIVED MAR 30 2020



MYRTLE CREEK IMPROVEMENT DISTRICT

Payment Authorization #437

4/3/2020

Item No.	Payee	Invoice Number	General Fund
1	Aquatic Weed Control March Waterway Service	46157	\$ 325.00
2	Cepira Landscape Lateral Break Repair	15231	\$ 334.80
	Manual Watering	15232	\$ 420.00
	Valve Replacement	15233	\$ 420.00
	April Landscaping - Section 1 & 2	15585	\$ 17,137.50
	Install Controller 4 Irrigation	15620	\$ 2,978.00
3	Hopping Green & Sams General Counsel Through 02/29/2020	113874	\$ 3,102.38
4	Tavistock Development Management April Irrigation Specialist Services	M2020.04	\$ 1,666.67
TOTAL			\$ 26,384.35



Secretary/Assistant Secretary

Chairperson


4/4/20

RECEIVED APR 06 2020

MYRTLE CREEK IMPROVEMENT DISTRICT

Payment Authorization #438

4/10/2020

Item No.	Payee	Invoice Number	General Fund
1	Grau and Associates FY 2019 Audit	19400	\$ 2,500.00
2	OUC Acct: 4782400001 ; Service 03/02/2020 - 04/02/2020	--	\$ 3,320.12
TOTAL			\$ 5,820.12

Jennifer L. Walden

Secretary/Assistant Secretary

Chairperson

Jay K...
4/13/20

RECEIVED APR 13 2020

MYRTLE CREEK IMPROVEMENT DISTRICT

Funding Request #053

2/28/2020

Item No.	Payee	Invoice Number	General Fund
1	Boggy Creek Improvement District Reimbursement for Construction-Related Legal Advertising	OSC16390466	\$ 57.50
2	Driveway Maintenance Wellspring Asphalt Root Damage Patching	O20-0173	\$ 1,380.00
TOTAL			\$ 1,437.50

Amanda Lane

From: Larry Kaufmann <lkaufmann@tavistock.com>
Sent: Monday, March 2, 2020 12:57 PM
To: Amanda Lane; AccountsPayable; Damon Ventura
Cc: Diana Garcia
Subject: RE: Myrtle Creek - FR #53
Attachments: MCID FR #053.pdf

EXTERNAL EMAIL: Use care with links and attachments.

MCID Funding Request #053 is approved for processing.

KDS
Kaufmann Development Services, LLC
Larry Kaufmann
(407) 448-6592
lkaufmann@tavistock.com

From: Amanda Lane <lanea@pfm.com>
Sent: Sunday, March 1, 2020 3:21 PM
To: AccountsPayable <accountspayable@tavistock.com>; Damon Ventura <dventura@tavistock.com>
Cc: Larry Kaufmann <lkaufmann@tavistock.com>
Subject: Myrtle Creek - FR #53

EXTERNAL E-MAIL

Please see attached for Myrtle Creek FR #53 for \$1,437.50.

Amanda Lane
Assistant Chief District Accountant

PFM Group Consulting LLC
LaneA@pfm.com | phone 407.723.5900 | fax 407.723.5901 | web pfm.com
12051 Corporate Blvd. | Orlando, FL 32817

MYRTLE CREEK IMPROVEMENT DISTRICT

Funding Request #054

3/6/2020

Item No.	Payee	Invoice Number	General Fund
1	Cepira Landscape		
	Wellspring Mainline Leaks	14764	\$ 2,342.00
	Wellspring March Landscaping	14863	\$ 2,708.00
TOTAL			\$ 5,050.00

Amanda Lane

From: Larry Kaufmann <lkaufmann@tavistock.com>
Sent: Friday, March 6, 2020 1:02 PM
To: Amanda Lane; AccountsPayable; Damon Ventura
Cc: Diana Garcia
Subject: RE: Myrtle Creek - FR #54
Attachments: MCID FR #054.pdf

EXTERNAL EMAIL: Use care with links and attachments.

MCID Funding Request #54 is approved for processing.

KDS
Kaufmann Development Services, LLC
Larry Kaufmann
(407) 448-6592
lkaufmann@tavistock.com

From: Amanda Lane <lanea@pfm.com>
Sent: Friday, March 6, 2020 11:56 AM
To: AccountsPayable <accountspayable@tavistock.com>; Damon Ventura <dventura@tavistock.com>
Cc: Larry Kaufmann <lkaufmann@tavistock.com>
Subject: Myrtle Creek - FR #54

EXTERNAL E-MAIL

Please see attached for Myrtle Creek FR #54 for \$5,050.00.

Amanda Lane
Assistant Chief District Accountant

PFM Group Consulting LLC
LaneA@pfm.com | phone 407.723.5900 | fax 407.723.5901 | web pfm.com
12051 Corporate Blvd. | Orlando, FL 32817

MYRTLE CREEK IMPROVEMENT DISTRICT

Funding Request #055

3/20/2020

Item No.	Payee	Invoice Number	General Fund
1	Boggy Creek Improvement District Reimbursement for Construction-Related Legal Advertising	OSC17598560	\$ 57.50
TOTAL			\$ 57.50

Amanda Lane

From: Larry Kaufmann <lkaufmann@tavistock.com>
Sent: Saturday, March 21, 2020 2:36 PM
To: Amanda Lane; AccountsPayable; Damon Ventura
Cc: Diana Garcia
Subject: RE: Myrtle Creek - FR #55
Attachments: MCID FR #055.pdf

EXTERNAL EMAIL: Use care with links and attachments.

MCID Funding Request #055 is approved for processing.

KDS
Kaufmann Development Services, LLC
Larry Kaufmann
(407) 448-6592
lkaufmann@tavistock.com

From: Amanda Lane <lanea@pfm.com>
Sent: Friday, March 20, 2020 3:40 PM
To: AccountsPayable <accountspayable@tavistock.com>; Damon Ventura <dventura@tavistock.com>
Cc: Larry Kaufmann <lkaufmann@tavistock.com>
Subject: Myrtle Creek - FR #55

EXTERNAL E-MAIL

Please see attached for Myrtle Creek FR #55 for \$57.50.

Amanda Lane
Assistant Chief District Accountant

PFM Group Consulting LLC
LaneA@pfm.com | phone 407.723.5900 | fax 407.723.5901 | web pfm.com
12051 Corporate Blvd. | Orlando, FL 32817

MYRTLE CREEK IMPROVEMENT DISTRICT

Funding Request #056

3/27/2020

Item No.	Payee	Invoice Number	General Fund
1	Cepira Landscape Wellspring Clocks A & B Repairs	15141	\$ 636.80
TOTAL			\$ 636.80

Amanda Lane

From: Larry Kaufmann <lkaufmann@tavistock.com>
Sent: Sunday, March 29, 2020 1:57 PM
To: Amanda Lane; AccountsPayable; Damon Ventura
Cc: Diana Garcia
Subject: RE: Myrtle Creek - FR #56
Attachments: MCID FR #056.pdf

EXTERNAL EMAIL: Use care with links and attachments.

MCID Funding Request #56 is approved for processing.

KDS
Kaufmann Development Services, LLC
Larry Kaufmann
(407) 448-6592
lkaufmann@tavistock.com

From: Amanda Lane <lanea@pfm.com>
Sent: Sunday, March 29, 2020 10:42 AM
To: AccountsPayable <accountspayable@tavistock.com>; Damon Ventura <dventura@tavistock.com>
Cc: Larry Kaufmann <lkaufmann@tavistock.com>
Subject: Myrtle Creek - FR #56

EXTERNAL E-MAIL

Please see attached for Myrtle Creek FR #56 for \$636.80.

Amanda Lane
Assistant Chief District Accountant

PFM Group Consulting LLC
LaneA@pfm.com | phone 407.723.5900 | fax 407.723.5901 | web pfm.com
12051 Corporate Blvd. | Orlando, FL 32817

MYRTLE CREEK IMPROVEMENT DISTRICT

**Recommendation of
Work Authorizations/Proposed Services
(*if applicable*)**

MYRTLE CREEK IMPROVEMENT DISTRICT

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

Myrtle Creek Improvement District
Statement of Financial Position
As of 4/30/2020

	General Fund	Debt Service	Capital Projects Fund	General Long-Term Debt	Total
<u>Assets</u>					
<u>Current Assets</u>					
General Checking Account	\$575,132.34				\$575,132.34
Money Market Account	68,710.28				68,710.28
State Board of Administration	3,984.42				3,984.42
Assessments Receivable	46,767.48				46,767.48
Deposits	4,300.00				4,300.00
General Reserve	155,812.41				155,812.41
Assessments Receivable		\$63,315.77			63,315.77
Debt Service Reserve		335,017.61			335,017.61
Revenue		1,841,551.33			1,841,551.33
Prepayment		20,033.82			20,033.82
Acquisition/Construction			\$401,889.88		401,889.88
Total Current Assets	<u>\$854,706.93</u>	<u>\$2,259,918.53</u>	<u>\$401,889.88</u>	<u>\$0.00</u>	<u>\$3,516,515.34</u>
<u>Investments</u>					
Amount Available in Debt Service Funds				\$2,196,602.76	\$2,196,602.76
Amount To Be Provided				15,798,397.24	15,798,397.24
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>
Total Assets	<u><u>\$854,706.93</u></u>	<u><u>\$2,259,918.53</u></u>	<u><u>\$401,889.88</u></u>	<u><u>\$17,995,000.00</u></u>	<u><u>\$21,511,515.34</u></u>
<u>Liabilities and Net Assets</u>					
<u>Current Liabilities</u>					
Accounts Payable	\$24,666.33				\$24,666.33
Due To Other Governmental Units	9,993.53				9,993.53
Deferred Revenue	46,767.48				46,767.48
Deferred Revenue		\$63,315.77			63,315.77
Accounts Payable			\$655.00		655.00
Total Current Liabilities	<u>\$81,427.34</u>	<u>\$63,315.77</u>	<u>\$655.00</u>	<u>\$0.00</u>	<u>\$145,398.11</u>
<u>Long Term Liabilities</u>					
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>
Total Liabilities	<u><u>\$81,427.34</u></u>	<u><u>\$63,315.77</u></u>	<u><u>\$655.00</u></u>	<u><u>\$17,995,000.00</u></u>	<u><u>\$18,140,398.11</u></u>

Myrtle Creek Improvement District
Statement of Financial Position
As of 4/30/2020

	General Fund	Debt Service	Capital Projects Fund	General Long- Term Debt	Total
<u>Net Assets</u>					
Net Assets, Unrestricted	\$1,283,393.58				\$1,283,393.58
Current Year Net Assets, Unrestricted	1,125.90				1,125.90
Net Assets - General Government	(1,011,858.54)				(1,011,858.54)
Current Year Net Assets - General Government	500,618.65				500,618.65
Net Assets, Unrestricted		\$1,220,074.50			1,220,074.50
Current Year Net Assets, Unrestricted		976,528.26			976,528.26
Net Assets, Unrestricted			(\$417,951.06)		(417,951.06)
Net Assets, Unrestricted			816,043.10		816,043.10
Current Year Net Assets, Unrestricted			3,142.84		3,142.84
Total Net Assets	<u>\$773,279.59</u>	<u>\$2,196,602.76</u>	<u>\$401,234.88</u>	<u>\$0.00</u>	<u>\$3,371,117.23</u>
Total Liabilities and Net Assets	<u>\$854,706.93</u>	<u>\$2,259,918.53</u>	<u>\$401,889.88</u>	<u>\$17,995,000.00</u>	<u>\$21,511,515.34</u>

Myrtle Creek Improvement District

Statement of Activities

As of 4/30/2020

	General Fund	Debt Service	Capital Projects Fund	General Long-Term Debt	Total
<u>Revenues</u>					
On-Roll Assessments	\$899,947.22				\$899,947.22
Developer Contributions	47,536.16				47,536.16
Inter-Fund Transfers In	1,125.90				1,125.90
On-Roll Assessments		\$1,274,616.90			1,274,616.90
Other Assessments		19,671.84			19,671.84
Inter-Fund Group Transfers In		(1,946.31)			(1,946.31)
Developer Contributions			\$13,441.29		13,441.29
Inter-Fund Transfers In			820.41		820.41
Total Revenues	<u>\$948,609.28</u>	<u>\$1,292,342.43</u>	<u>\$14,261.70</u>	<u>\$0.00</u>	<u>\$2,255,213.41</u>
<u>Expenses</u>					
Supervisor Fees	\$5,400.00				\$5,400.00
Public Officials' Liability Insurance	3,331.00				3,331.00
Trustee Services	7,764.47				7,764.47
Management	23,333.31				23,333.31
Engineering	4,119.00				4,119.00
Property Appraiser	1,443.00				1,443.00
District Counsel	8,986.60				8,986.60
Assessment Administration	7,500.00				7,500.00
Audit	2,500.00				2,500.00
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	543.58				543.58
Entry Lighting	156.26				156.26
Water Reclaimed	8,594.23				8,594.23
Aquatic Contract	2,275.00				2,275.00
General Liability Insurance	3,816.00				3,816.00
Irrigation	45,826.54				45,826.54
Landscaping Maintenance & Material	142,577.74				142,577.74
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

Myrtle Creek Improvement District

Statement of Activities

As of 4/30/2020

	General Fund	Debt Service	Capital Projects Fund	General Long-Term Debt	Total
IME - Aquatics Maintenance	1,841.21				1,841.21
IME - Irrigation	2,434.30				2,434.30
IME - Landscaping	40,750.68				40,750.68
IME - Lighting	16,007.82				16,007.82
IME - Miscellaneous	3,444.53				3,444.53
IME - Water Reclaimed	274.30				274.30
Equipment Repair & Maintenance	66,980.00				66,980.00
Entry and Wall Maintenance	3,373.43				3,373.43
Streetlights	6,433.63				6,433.63
Personnel Leasing Agreement	11,666.69				11,666.69
Principal Payments		\$20,000.00			20,000.00
Interest Payments		303,550.00			303,550.00
Legal Advertising			\$383.54		383.54
Contingency			13,057.75		13,057.75
Total Expenses	<u>\$450,968.66</u>	<u>\$323,550.00</u>	<u>\$13,441.29</u>	<u>\$0.00</u>	<u>\$787,959.95</u>
<u>Other Revenues (Expenses) & Gains (Losses)</u>					
Interest Income	\$4,103.93				\$4,103.93
Interest Income		\$7,735.83			7,735.83
Interest Income			\$2,322.43		2,322.43
Total Other Revenues (Expenses) & Gains (Losses)	<u>\$4,103.93</u>	<u>\$7,735.83</u>	<u>\$2,322.43</u>	<u>\$0.00</u>	<u>\$14,162.19</u>
Change In Net Assets	\$501,744.55	\$976,528.26	\$3,142.84	\$0.00	\$1,481,415.65
Net Assets At Beginning Of Year	<u>\$271,535.04</u>	<u>\$1,220,074.50</u>	<u>\$398,092.04</u>	<u>\$0.00</u>	<u>\$1,889,701.58</u>
Net Assets At End Of Year	<u><u>\$773,279.59</u></u>	<u><u>\$2,196,602.76</u></u>	<u><u>\$401,234.88</u></u>	<u><u>\$0.00</u></u>	<u><u>\$3,371,117.23</u></u>

Myrtle Creek Improvement District
 Budget to Actual
 For the Month Ending 04/30/2020

	Actual	Budget	Variance	FY 2020 Adopted Budget
<u>Revenues</u>				
On-Roll Assessments	\$ 899,947.22	\$ 552,250.24	\$ 347,696.98	\$ 946,714.70
Developer Contributions	47,536.16	27,974.33	19,561.83	47,956.00
Net Revenues	\$ 947,483.38	\$ 580,224.57	\$ 367,258.81	\$ 994,670.70
<u>General & Administrative Expenses</u>				
Legislative				
Supervisor Fees	\$ 5,400.00	\$ 7,000.00	\$ (1,600.00)	\$ 12,000.00
Financial & Administrative				
Public Officials' Liability Insurance	3,331.00	2,085.42	1,245.58	3,575.00
Trustee Services	7,764.47	5,833.33	1,931.14	10,000.00
Management	23,333.31	23,333.33	(0.02)	40,000.00
Engineering				
District Engineering	4,119.00	4,375.00	(256.00)	7,500.00
Wellspring Engineering	-	-	-	-
Dissemination Agent	-	4,083.33	(4,083.33)	7,000.00
Property Appraiser	1,443.00	1,166.67	276.33	2,000.00
District Counsel	8,986.60	14,583.33	(5,596.73)	25,000.00
Assessment Administration	7,500.00	4,375.00	3,125.00	7,500.00
Reamortization Schedules	-	145.83	(145.83)	250.00
Audit	2,500.00	2,333.33	166.67	4,000.00
Arbitrage Calculation	-	525.00	(525.00)	900.00
Travel and Per Diem	61.24	116.67	(55.43)	200.00
Telephone	-	291.67	(291.67)	500.00
Postage & Shipping	41.97	583.33	(541.36)	1,000.00
Copies	-	1,166.67	(1,166.67)	2,000.00
Legal Advertising	1,892.51	3,500.00	(1,607.49)	6,000.00
Miscellaneous	-	2,916.66	(2,916.66)	5,000.00
Property Taxes	123.22	87.50	35.72	150.00
Web Site Maintenance	105.00	1,575.00	(1,470.00)	2,700.00
Holiday Decorations	716.00	729.17	(13.17)	1,250.00
Dues, Licenses, and Fees	175.00	102.08	72.92	175.00
Total General & Administrative Expenses	\$ 67,492.32	\$ 80,908.32	\$ (13,416.00)	\$ 138,700.00

Myrtle Creek Improvement District
 Budget to Actual
 For the Month Ending 04/30/2020

	Actual	Budget	Variance	FY 2020 Adopted Budget
<u>Field Operations</u>				
Electric Utility Services				
Electric	\$ 543.58	\$ 583.33	\$ (39.75)	\$ 1,000.00
Entry Lighting	156.26	291.67	(135.41)	500.00
Water-Sewer Combination Services				
Water Reclaimed	8,594.23	14,583.33	(5,989.10)	25,000.00
Stormwater Control				
Aquatic Contract	2,275.00	3,010.00	(735.00)	5,160.00
Lake/Pond Repair Reserve	-	2,916.67	(2,916.67)	5,000.00
Other Physical Environment				
General Liability Insurance	3,816.00	2,479.17	1,336.83	4,250.00
Property & Casualty Insurance	-	875.00	(875.00)	1,500.00
Auto Insurance	-	437.50	(437.50)	750.00
Irrigation Repairs				
District Irrigation Repairs	39,410.58	17,500.00	21,910.58	30,000.00
Wellspring Irrigation Repairs	6,415.96	2,916.67	3,499.29	5,000.00
Landscaping Maintenance & Material				
District Landscaping	119,962.50	138,918.50	(18,956.00)	238,146.00
Gateway Road Landscaping	236.94	276.43	(39.49)	473.88
Wellspring Landscaping	22,378.30	22,141.00	237.30	37,956.00
Other Landscape Maintenance	1,023.50	37,225.18	(36,201.68)	63,814.60
Tree Trimming	3,870.00	23,333.33	(19,463.33)	40,000.00
Flower & Plant Replacement				
District Flower & Plant Replacement	6,690.00	64,166.67	(57,476.67)	110,000.00
Wellspring Flower & Plant Replacement	13,491.90	-	13,491.90	-
Contingency	1,405.00	5,833.33	(4,428.33)	10,000.00
Hurricane Cleanup	-	17,500.00	(17,500.00)	30,000.00
Wellspring Blvd./Performance Drive Expenses				
WSPD - Lighting	-	-	-	-
WSPD - Miscellaneous	-	2,916.67	(2,916.67)	5,000.00
WSPD - Water Reclaimed	-	-	-	-

Myrtle Creek Improvement District
 Budget to Actual
 For the Month Ending 04/30/2020

	Actual	Budget	Variance	FY 2020 Adopted Budget
Interchange Maintenance Expenses				
IME - Aquatics Maintenance	1,841.21	1,947.75	(106.54)	3,339.00
IME - Irrigation Repairs	2,434.30	5,512.50	(3,078.20)	9,450.00
IME - Landscaping	40,750.68	44,542.47	(3,791.79)	76,358.52
IME - Lighting	16,007.82	11,307.69	4,700.13	19,384.61
IME - Miscellaneous	3,444.53	848.01	2,596.52	1,453.73
IME - Water Reclaimed	274.30	1,696.15	(1,421.85)	2,907.69
New Operational Field Expenses				
Trail Repair	66,980.00	29,166.67	37,813.33	50,000.00
Crosswalk Improvements	-	17,500.00	(17,500.00)	30,000.00
Road & Street Facilities				
Entry and Wall Maintenance	3,373.43	5,833.33	(2,459.90)	10,000.00
Streetlights	6,433.63	8,750.00	(2,316.37)	15,000.00
Parks & Recreation				
Personnel Leasing Agreement	11,666.69	11,666.67	0.02	20,000.00
Reserves				
Infrastructure Capital Reserve	-	5,930.56	(5,930.56)	10,166.67
Interchange Maintenance Reserve	-	1,376.67	(1,376.67)	2,360.00
Total Field Operations Expenses	\$ 383,476.34	\$ 503,982.92	\$ (120,506.58)	\$ 863,970.70
Total Expenses	\$ 450,968.66	\$ 584,891.24	\$ (133,922.58)	\$ 1,002,670.70
Income (Loss) from Operations	\$ 496,514.72	\$ (4,666.67)	\$ 501,181.39	\$ (8,000.00)
Other Income (Expense)				
Interest Income	\$ 4,103.93	\$ 4,666.67	\$ (562.74)	\$ 8,000.00
Total Other Income (Expense)	\$ 4,103.93	\$ 4,666.67	\$ (562.74)	\$ 8,000.00
Net Income (Loss)	\$ 500,618.65	\$ -	\$ 500,618.65	\$ -

Myrtle Creek Improvement District
Budget to Actual
For the Month Ending 04/30/2020

	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	YTD Actual
<u>Revenues</u>								
On-Roll Assessments	\$ -	\$ 85,893.10	\$ 393,929.28	\$ 260,250.35	\$ 34,420.33	\$ 107,698.45	\$ 17,755.71	\$ 899,947.22
Developer Contributions	-	-	15,483.40	3,742.26	-	24,965.70	3,344.80	47,536.16
Net Revenues	\$ -	\$ 85,893.10	\$ 409,412.68	\$ 263,992.61	\$ 34,420.33	\$ 132,664.15	\$ 21,100.51	\$ 947,483.38
<u>General & Administrative Expenses</u>								
Legislative								
Supervisor Fees	\$ -	\$ 2,000.00	\$ 1,000.00	\$ 800.00	\$ 800.00	\$ -	\$ 800.00	\$ 5,400.00
Financial & Administrative								
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	3,333.33	23,333.31
Engineering	-	-	-	-	-	-	-	-
District Engineering	-	-	-	-	3,056.50	375.00	687.50	4,119.00
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	3,102.38	8,986.60
Assessment Administration	7,500.00	-	-	-	-	-	-	7,500.00
Reamortization Schedules	-	-	-	-	-	-	-	-
Audit	-	-	-	-	-	-	2,500.00	2,500.00
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
Total General & Administrative Expenses	\$ 11,111.00	\$ 15,580.02	\$ 5,995.14	\$ 10,424.45	\$ 8,668.70	\$ 5,289.80	\$ 10,423.21	\$ 67,492.32
<u>Field Operations</u>								
Electric Utility Services								
Electric	\$ -	\$ 89.88	\$ 90.62	\$ 91.13	\$ 90.83	\$ 90.09	\$ 91.03	\$ 543.58
Entry Lighting	-	48.97	21.63	21.38	21.63	21.15	21.50	156.26
Water-Sewer Combination Services								
Water Reclaimed	-	2,003.82	1,427.45	1,626.20	322.23	1,070.75	2,143.78	8,594.23
Stormwater Control								
Aquatic Contract	325.00	325.00	325.00	325.00	325.00	325.00	325.00	2,275.00
Lake/Pond Repair Reserve	-	-	-	-	-	-	-	-
Other Physical Environment								
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	4,152.80	39,410.58
Wellspring Irrigation	-	581.50	-	1,985.66	870.00	2,978.80	-	6,415.96

Myrtle Creek Improvement District
Budget to Actual
For the Month Ending 04/30/2020

	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	YTD Actual
Landscaping Maintenance & Material								
District Landscaping	17,137.50	17,137.50	17,137.50	-	34,275.00	17,137.50	17,137.50	119,962.50
Gateway Road Landscaping	-	39.49	39.49	39.49	39.49	39.49	39.49	236.94
Wellspring Landscaping	2,708.00	2,708.00	2,708.00	2,905.50	5,932.80	2,708.00	2,708.00	22,378.30
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	-	-	-	-	-	-	-	-
Wellspring Blvd./Performance Drive Expenses								
WSPD - Lighting	-	-	-	-	-	-	-	-
WSPD - Miscellaneous	-	-	-	-	-	-	-	-
WSPD - Water Reclaimed	-	-	-	-	-	-	-	-
Interchange Maintenance Expenses								
IME - Aquatics Maintenance	263.03	263.03	263.03	263.03	263.03	263.03	263.03	1,841.21
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	2,534.86	16,007.82
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	91.72	274.30
New Operational Field Expenses								
Trail Repair	-	-	-	-	66,980.00	-	-	66,980.00
Crosswalk Improvements	-	-	-	-	-	-	-	-
Road & Street Facilities								
Entry and Wall Maintenance	-	223.43	2,900.00	250.00	-	-	-	3,373.43
Streetslights	-	1,129.82	1,048.57	1,063.81	1,063.81	1,063.81	1,063.81	6,433.63
Parks & Recreation								
Personnel Leasing Agreement	-	-	5,000.01	1,666.67	1,666.67	1,666.67	1,666.67	11,666.69
Contingency								
Infrastructure Capital Reserve	-	-	-	-	-	-	-	-
Interchange Maintenance Reserve	-	-	-	-	-	-	-	-
Total Field Operations Expenses	\$ 33,783.52	\$ 47,697.22	\$ 54,450.40	\$ 35,954.98	\$ 123,644.63	\$ 55,706.40	\$ 32,239.19	\$ 383,476.34
Total Expenses	\$ 44,894.52	\$ 63,277.24	\$ 60,445.54	\$ 46,379.43	\$ 132,313.33	\$ 60,996.20	\$ 42,662.40	\$ 450,968.66
Income (Loss) from Operations	\$ (44,894.52)	\$ 22,615.86	\$ 348,967.14	\$ 217,613.18	\$ (97,893.00)	\$ 71,667.95	\$ (21,561.89)	\$ 496,514.72
Other Income (Expense)								
Interest Income	\$ 28.18	\$ 23.75	\$ 505.44	\$ 36.68	\$ 29.31	\$ 3,451.12	\$ 29.45	\$ 4,103.93
Total Other Income (Expense)	\$ 28.18	\$ 23.75	\$ 505.44	\$ 36.68	\$ 29.31	\$ 3,451.12	\$ 29.45	\$ 4,103.93
Net Income (Loss)	\$ (44,866.34)	\$ 22,639.61	\$ 349,472.58	\$ 217,649.86	\$ (97,863.69)	\$ 75,119.07	\$ (21,532.44)	\$ 500,618.65

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	-	-	46,912.16	(255,014.26)	575,132.34
5/1/2020	575,132.34	-	-	-	(37,185.27)	537,947.07 as of 05/17/2020
FY 20 Totals		2,257,199.45	(2,241,980.89)	2,271,106.71	(1,747,891.31)	

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

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