

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, July 21, 2020 at 5:00 p.m. using telephonic conferencing due to the COVID-19 Executive Orders 20-52, 20-69 & 20-123. 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. **Discussion regarding Executive Orders 20-52, 20-69 & 20-123**
- 2. **Consideration of the Minutes of the June 16, 2020 Auditor Selection Committee Meeting**
- 3. **Consideration of the Minutes of the June 16, 2020 Board of Supervisors' Meeting**

Business Matters

- **Consideration of Extending Existing Lake Nona Central – Boulevard and Roadways Landscape and Irrigation Maintenance Services Agreement with Cepra**
- 4. **Ratification of Operation and Maintenance Expenditures Paid in June 2020 in an amount totaling \$65,794.13**
- 5. **Recommendation of Work Authorization/Proposed Services (*if applicable*)**
- 6. **Review of District's Financial Position and Budget to Actual YTD**

Other Business

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

Adjournment



MYRTLE CREEK IMPROVEMENT DISTRICT

**Executive Orders
20-52, 20-69 & 20-123**

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:

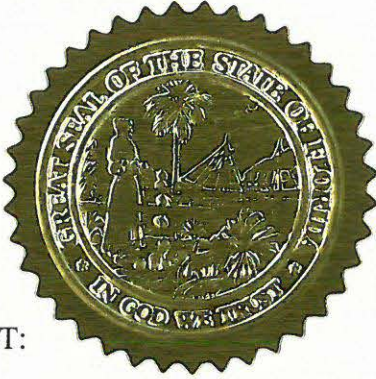
- 1) Maintain an accurate and up-to-date list of all such closures; and,
- 2) Provide that list daily to the State Coordinating Officer.

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 20-123

(Full 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 29, 2020, I issued Executive Order 20-112 initiating Phase 1 of the Safe. Smart. Step-by-Step. Plan for Florida's Recovery; and

WHEREAS, Executive Order 20-112 did not exhaust the recommendations of the proposed Phase 1 included in the White House's Guidelines for Re-Opening America Again.

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:

Executive Order 20-112, as modified by Executive Order 20-120, is extended as further modified by this order below, bringing all Florida counties into Full Phase 1.

Section 1. Restaurants, Retail, Museums and Gyms

- A. Restaurants and food establishments licensed under Chapters 500 or 509, Florida Statutes, may serve patrons at indoor seating so long as they limit indoor occupancy up to fifty (50) percent of their seating capacity, excluding employees. The requirement for a minimum of 6 feet between parties is superseded to the extent appropriate partitioning is in place. Bar counters are to remain closed to seating, and

outdoor seating remains available with social distancing. The Department of Business and Professional Regulation (DBPR) will post and update appropriate safety measures on its website.

- B. In-store retail sales establishments may operate up to fifty (50) percent of their building occupancy and abide by the safety guidelines issued by the CDC and OSHA.
- C. Museums and libraries may operate up to fifty (50) percent of their building occupancy, provided, however, that local public museums and local public libraries may operate only if permitted by local government.
- D. Gyms and fitness centers may operate up to fifty (50) percent of their building occupancy so long as they adopt safety measures including appropriate social distancing for classes and sufficient cleaning supplies to ensure, at a minimum, patrons' individual self-cleaning of surfaces and machines using sanitation wipes following each use. DBPR will post and update best practices on its website.

Section 2. Professional Sports Venues

Professional sports may operate in the State of Florida and venues may host training, competitions, events and games. This provision shall preempt any local rule prohibiting a professional sports team conducting, or the operations of the venue from hosting, those sports activities at facilities in the State.

Section 3. Amusement Parks

Amusement parks may submit a re-opening plan to the State of Florida that includes a proposed date for resumption of operations and proposed guidelines to ensure guest and staff safety. Requests to re-open must include an endorsement letter from the County Mayor or in absence of a county mayor from the City Mayor and County Administrator. This request shall

identify a future date certain for re-opening and verify that the official has approved a re-open plan to ensure patron and staff safety.

Section 4. Vacation Rentals

Counties may seek approval to operate vacation rentals with a written request from the County Administrator and the county's safety plan for vacation rental operations submitted to the DBPR Secretary. DBPR will post and update guidance on its website.

Section 5. Local Government Public Meetings Order Extended

The Executive Order 20-69 is extended for the duration of this order.

Section 6. 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 7. Effective Date

This order is effective at 12:01 a.m. on Monday, May 18, 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 14th day of May, 2020.

A large, stylized handwritten signature in black ink, which appears to be "Ron DeSantis".

RON DESANTIS, GOVERNOR

ATTEST:

A handwritten signature in black ink, which appears to be "Laurel M. Lee".
SECRETARY OF STATE

FILED
2020 MAY 15 AM 10:56
TALLAHASSEE, FLORIDA

MYRTLE CREEK IMPROVEMENT DISTRICT

**Minutes of the June 16, 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, June 16, 2020 at 5:01 p.m. via telephonic conferencing due to the COVID-19 Executive Orders 20-52, 20-69 & 20-112

Present via conference call:

Kyle Scholl	Committee Member
John Lynaugh	Committee Member
Kam Shenai	Committee Member
Bob Da Silva	Committee Member
Marcia Leed	Committee Member

Also, attending via phone:

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

SECOND ORDER OF BUSINESS

Public Comment Period

Ms. Walden called for any public comments on any agenda items. There were no comments provided.

THIRD ORDER OF BUSINESS

Review of Auditing Services Proposals

- a) Berger, Toombs, Elam, Gaines & Frank
- b) Carr, Riggs & Ingram
- c) Grau & Associates

Ms. Walden noted the District received three proposals from Berger, Toombs, Elam, Gaines & Frank, Carr, Riggs & Ingram, and Grau & Associates. She explained that District Management has worked with all of the proposers with various Districts and Grau is the current Auditor for this District.

FOURTH ORDER OF BUSINESS

Ranking of Auditing Services Proposals

Ms. Walden noted for all evaluation criteria other than price that each of the Auditors scored 10 points. Berger, Toombs, Elam, Gaines & Frank came in at \$18,405.00, CRI came in at \$31,100.00. Grau & Associates came in at \$26,000.00 and each amount is for five years.

Berger received 60 points for price, CRI received 18.6 points for price, and Grau received 35.2 points for price.

The recommended rankings are as follows;

1. Berger, Toombs, Elam, Gaines & Frank received 100 points
2. Grau & Associates received 75.2 points
3. Carr, Riggs & Ingram received 58.6 points

On Motion by Mr. Da Silva, second by Mr. Shenai, with all in favor, the Auditor Selection Committee for the Myrtle Creek Improvement District accepted the recommended rankings, ranking Berger, Toombs, Elam, Gaines & Frank as the No.1 bidder, Grau & Associates as the No. 2 bidder and Carr, Riggs & Ingram as the No. 3 bidder.

FIFTH 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 June 16, 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

**Minutes of the June 16, 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, June 16, 2020, at 5:06 p.m. via telephonic conferencing due to the COVID-19 Executive Orders 20-52, 20-69, & 20-112

Present via conference call:

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

Also, attending via phone:

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

SECOND ORDER OF BUSINESS

Public Comment Period

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

THIRD ORDER OF BUSINESS

Discussion Regarding Executive Orders 20-52, 20-69, & 20-112

Ms. Walden noted that included in the packet are Executive Orders 20-52, 20-69, 20-112 which state that the District can hold their meetings via telephonic conferencing due to the COVID-19 situation. Also included is a proof of the ad that was placed for today's meeting which notes those executive orders as well as the telephonic conferencing information so the public can safely join.

FOURTH ORDER OF BUSINESS

Consideration of the Minutes of the May 19, 2020 Board of Supervisors' Meeting

Board Members reviewed the minutes from the May 19, 2020 Board of Supervisors' Meeting.

On Motion by Mr. Da Silva, second by Mr. Lynaugh, with all in favor, the Board of Supervisors for the Myrtle Creek Improvement District approved the Minutes of the May 19, 2020 Board of Supervisors' Meeting.

FIFTH ORDER OF BUSINESS

Review of Auditor Selection Committee Rankings & Selection of Auditor

Ms. Walden noted the recommended rankings from the Auditor Selection Committee as follows:

1. Berger, Toombs, Elam, Gaines & Frank received 100 points
2. Grau & Associates received 75.2 points
3. Carr, Riggs & Ingram received 58.6 points

She requested a motion from the Board to accept the recommended rankings by the Auditor Selection 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 accepted the recommended rankings from the Auditor Selection Committee with Berger, Toombs, Elam, Gaines & Frank ranked as No. 1, Grau & Associates ranked as No. 2 and Carr, Riggs & Ingram ranked as No. 3.

SIXTH ORDER OF BUSINESS

Review and Acceptance of Fiscal Year 2019 Audit Draft

Ms. Walden noted this just came to the District recently and District Management was unable to include it into the agenda. She requested a motion for the Board to delegate authority to the Chair to accept the Audit.

On Motion by Mr. Shenai, second by Mr. Lynaugh, with all in favor, the Board of Supervisors for the Myrtle Creek Improvement District delegated authority to the Chair to accept the Fiscal Year 2019 Audit.

SEVENTH ORDER OF BUSINESS

Consideration of Maintenance Agreement with Berman

Ms. Mackie requested the Board table the consideration of this item until the Budget meeting at which point in time certain amendments to the Personnel Lease Agreement would be presented as well since the items go in tandem. No action is required to table the Maintenance Agreement.

Mr. Da Silva asked if there are any additional costs the District should anticipate. Ms. Mackie stated no as the items relative to the Personnel Lease Agreement have been incorporated into the budgeted amounts for those personnel. The purpose of the Maintenance Agreement is that Berman from time to time addresses certain repairs outside of what the Landscape Contractor provides within the District. Ms. Mackie hopes to get a form agreement as to how those work authorizations will be handled going forward to make sure the Board is giving necessary approvals ahead of time for that work.

Mr. Da Silva asked if the Irrigation Specialist will move over to Berman from Tavistock. Ms. Mackie stated that is separate from the Maintenance Agreement with Berman. That item would fall under the Personnel Lease Agreement which is still being discussed as to whether or not there is a proposed change to the contracting party with respect to those two agreements.

Mr. Da Silva asked if Tavistock has asked people to do some of the work in the past and they have been employees of one of their entities and instead the District is restructuring it for those people to instead be provided by Berman. Ms. Mackie replied that is what the Personnel Leasing Agreement would potentially do but the Maintenance Agreement is documenting something that has been long standing and wanting to make sure the District is getting the necessary indemnifications and insurance relative to that agreement. Also, it's to understand when the Board would like to seek alternate bids and when they would like to specifically approve things over a certain amount to take into account each Board's thoughts. That will be discussed at the August meeting.

EIGHTH ORDER OF BUSINESS

Ratification of Operation and Maintenance Expenditures paid in May 2020 in an amount totaling \$75,907.99

Board Members reviewed the Operation and Maintenance Expenditures paid in May 2020 in an amount totaling \$75,907.99.

On Motion by Mr. Da Silva, second by Mr. Lynaugh, with all in favor, the Board of Supervisors for the Myrtle Creek Improvement District ratified the Operation and Maintenance Expenditures paid in May 2020 in an amount totaling \$75,907.99.

NINTH ORDER OF BUSINESS

Recommendation of Work Authorizations/Proposed Services

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

TENTH ORDER OF BUSINESS

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

Board Members reviewed the Statement of Financial Position and Budget to Actual through May 31, 2020. The District has expenses of \$509,000.00 vs. an overall budget of just over \$1,000,000.00. No action is required by the Board.

Mr. Shenai inquired about the District Irrigation Repairs as there was a spike in March related to Lake Nona Construction. He asked what the status of that reimbursement? Mr. Thacker responded that he is continuing to track all the repairs and the District will be seeking reimbursement from the County and/or their Contractor. Additionally for all of the repairs that are ongoing, they are now working directly with Cepra, the District's Landscape Contractor, so that all future repairs are handled directly between those two parties. Mr. Shenai asked the amount of the reimbursement. Mr. Thacker stated there is approximately \$10,000.00 - \$20,000.00. Mr. Shenai stated the District might still be over budget for that line item. Mr. Thacker stated some of the mainline repairs the District had to complete might be attributable to the construction, but many are difficult to prove that they are relatable to the construction.

Mr. Shenai stated that the Other Landscaping Maintenance Line item has a budget of \$63,815.00 and the District has only spent \$1,024.00. He asked if the District will have a surplus in that line item and if the surplus can be carried forward into the Fiscal Year 2021 expenditures. Mr. Thacker confirmed.

Mr. Shenai stated that the line item for the District Flower and Plant Replacement has a budget of \$110,000.00 and the District has only spent \$6,700.00. He noted on the side of KPMG there are certain things the District can start to work on this year. He suggested the District utilize some Flower and Plant Replacement this year. He took a couple of photos and sent them to Mr. Thacker. Mr. Thacker answered he does not expect any additional damages in that area that would impact irrigation and it is an area he feels the District could improve this Fiscal Year.

Mr. Shenai noted the budget for Tree Trimming is \$40,000.00 and the District has only spent \$4,000.00. He asked if there will be any tree trimming for the balance of the Fiscal Year and if not can it be done after construction. Mr. Thacker stated the District has been unable to do tree trimming because it involves temporary lane closures and he has been in contact with Felix Construction about coordinating efforts to trim the trees on the side of the road which is currently under construction right before the road opens and then coordinate on the other side. It will be done this Fiscal Year.

Mr. Shenai asked about the timeline for the Boulevard of the Lake Nona Project. Mr. Thacker stated he expects phasing equipment start to mobilize within the next few weeks.

Ms. Leed asked if any maintenance has been shut down or not done due to the COVID-19 situation. Mr. Da Silva stated it has kept going. Mr. Thacker added that the construction has not seen any impact due to COVID-19.

ELEVENTH ORDER OF BUSINESS

Staff Reports

District Counsel –

Ms. Mackie explained the current Executive Order that moved into Phase 2 made a change to the date at which the Sunshine Law waiver would

expire which is now June 30, 2020. If the Executive Order is not further extended, the July meeting might have to resume in person. PFM worked to secure an alternate location at the Marriott close to the Tavistock Offices and has been able to secure that location for purposes of holding the meeting and the public hearing in person if required.

Other Boards directed that only Board Members and District Management attend because that meeting location will restrict access to 10 people or less. The remaining amount of people may attend from the public and if it exceeds capacity they will be provided with the virtual meeting information to allow for further public access.

Ms. Walden will keep everyone informed closer to the meeting time in July as to whether it will need to be held virtually or in person.

District Manager – No Report

District Engineer – No Report

Construction Supervisor – No Report

District Landscape Supervisor- No Report

TWELFTH ORDER OF BUSINESS

Supervisor and Audience Comments & Adjournment

Mr. Da Silva reminded the other Members of the Board that they should have received from the Supervisor of Elections the Form 1 Statement of Financial Interest which is due by the end of the month.

Ms. Mackie congratulated Mr. Shenai and Ms. Leed as she reviewed the qualification information and it appears they are the only ones who qualified for their respective seats on the Board. They will take an additional oath at a time in November after the date of the General Election. They each will serve an additional 4-year term.

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 June 16, 2020, meeting of the Board of Supervisors for the Myrtle Creek Improvement District was adjourned.

Secretary/Assistant Secretary

Chair/Vice Chair

MYRTLE CREEK IMPROVEMENT DISTRICT

**Operation and Maintenance Expenditures Paid in
June 2020 in an amount totaling \$65,794.13**

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

The total items being presented: **\$65,794.13**

Approval of Expenditures:

____ Chairman

____ Vice Chairman

____ Assistant Secretary

Myrtle Creek Improvement District
AP Check Register (Current by Bank)
Check Dates: 6/1/2020 to 6/30/2020

Check No.	Date	Status*	Vendor ID	Payee Name	Amount
BANK ID: SUN - CITY NATIONAL BANK					001-101-0000-00-01
3737	06/05/20	P	MLEED	Marsha Leed	\$200.00
3738	06/05/20	P	ORLSEN	Orlando Sentinel	\$353.75
3739	06/05/20	P	PFMGC	PFM Group Consulting	\$10.36
3740	06/08/20	P	BCID	Boggy Creek Improv. District	\$93.13
3741	06/08/20	P	CEPRA	Cepra Landscape	\$1,687.60
3742	06/09/20	P	AWC	Aquatic Weed Control, Inc.	\$325.00
3743	06/09/20	P	CEPRA	Cepra Landscape	\$8,699.00
3744	06/09/20	P	DAC	Digital Assurance Certificatio	\$1,500.00
3745	06/09/20	P	HTFL	Hathaway's Tree Farm & Landsc	\$150.00
3746	06/09/20	P	LCPC	Lake Country Pest Control, Inc	\$632.00
3747	06/09/20	P	ORLSEN	Orlando Sentinel	\$166.25
3748	06/09/20	P	TDM	Tavistock Development Mgmt Co	\$1,666.67
3749	06/15/20	P	GRAU	Grau and Associates	\$1,500.00
3750	06/15/20	P	HGS	Hopping Green & Sams	\$1,683.93
3751	06/22/20	P	OCC	Orange Co. Comptroller	\$35.50
3752	06/30/20	P	CEPRA	Cepra Landscape	\$22,947.82
3753	06/30/20	P	DONMC	Donald W. McIntosh Associates	\$625.00
3754	06/30/20	P	DMI	Driveway Maintenance Inc.	\$1,427.00
3755	06/30/20	P	JLYNAU	John Peter Lynaugh	\$200.00
3756	06/30/20	P	KSHENA	Kamalakar Shenai	\$200.00
3757	06/30/20	P	KSCHOL	Kyle Scholl	\$200.00
3758	06/30/20	P	LDASIL	Lionel R. Dasilva	\$200.00
3759	06/30/20	P	MLEED	Marsha Leed	\$200.00
3760	06/30/20	P	PFMGC	PFM Group Consulting	\$3,333.33
3761	06/30/20	P	TRUSTE	US Bank as Trustee for Myrtle	\$22,369.03
BANK SUN REGISTER TOTAL:					\$70,405.37
GRAND TOTAL :					\$70,405.37

48,036.34	Checks 3737-3760 cut
22,369.03	Check 3761 - Debt Service
13,609.37	PA 447 - May ICM paid online
4,148.42	PA 447 - OUC paid online
88,163.16	Total cash spent
65,794.13	O&M cash spent

* Check Status Types: "P" - Printed ; "M" - Manual ; "V" - Void (Void Date); "A" - Application; "E" - EFT
** Denotes broken check sequence.

MYRTLE CREEK IMPROVEMENT DISTRICT

Funding Request #060

5/15/2020

Item No.	Payee	Invoice Number	General Fund
1	Boggy Creek Improvement District Reimbursement for Construction-Related Legal Advertising	OSC19917752	\$ 93.13
TOTAL			\$ 93.13

Amanda Lane

From: Larry Kaufmann <lkaufmann@tavistock.com>
Sent: Saturday, May 16, 2020 11:21 AM
To: Amanda Lane; AccountsPayable; Damon Ventura
Cc: Diana Garcia
Subject: RE: Myrtle Creek - FR #60
Attachments: MCID FR #060.pdf

EXTERNAL EMAIL: Use care with links and attachments.

MCID Funding Request #060 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, May 15, 2020 5:11 PM
To: AccountsPayable <accountspayable@tavistock.com>; Damon Ventura <dventura@tavistock.com>
Cc: Larry Kaufmann <lkaufmann@tavistock.com>
Subject: Myrtle Creek - FR #60

EXTERNAL E-MAIL

Please see attached for Myrtle Creek FR #60 for \$93.13.

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 #061

5/22/2020

Item No.	Payee	Invoice Number	General Fund
1	Cepra Landscape		
	Wellspring Mainline Repair	16421	\$ 921.60
	Wellspring Controler 1 Repairs	16423	\$ 766.00
TOTAL			\$ 1,687.60

Amanda Lane

From: Larry Kaufmann <lkaufmann@tavistock.com>
Sent: Saturday, May 23, 2020 11:19 AM
To: Amanda Lane; AccountsPayable; Damon Ventura
Cc: Diana Garcia
Subject: RE: Myrtle Creek - FR #61
Attachments: MCID FR #061.pdf

EXTERNAL EMAIL: Use care with links and attachments.

MCID FR #61 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, May 22, 2020 5:42 PM
To: AccountsPayable <accountspayable@tavistock.com>; Damon Ventura <dventura@tavistock.com>
Cc: Larry Kaufmann <lkaufmann@tavistock.com>
Subject: Myrtle Creek - FR #61

EXTERNAL E-MAIL

Please see attached for Myrtle Creek FR #61 for \$1,687.60.

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

Payment Authorization #445

5/29/2020

Item No.	Payee	Invoice Number	General Fund
1	Orlando Sentinel Legal Advertising Through 05/17/2020 (Ad: 6670540)	OSC20479390	\$ 353.75
2	PFM Group Consulting Reimbursables: February 2020	OE-EXP-00742	\$ 10.36
3	Supervisor Fees - 05/19/2020 Meeting Marsha Leed	--	\$ 200.00
TOTAL			\$ 564.11

Jennifer L. Walden

Secretary/Assistant Secretary

Chairperson

Jay B. 6/4/20

Received via email on June 4, 2020

MYRTLE CREEK IMPROVEMENT DISTRICT

Funding Request #062

5/29/2020

Item No.	Payee	Invoice Number	General Fund
1	Driveway Maintenance Wellspring Asphalt Patching	O20-6695	\$ 1,427.00
2	Orlando Utilities Commission 11728 Wellspring Drive Electric Service (04/10/2020 - 05/01/2020)	--	\$ 161.19
	11883 Wellspring Drive Electric Service (04/10/2020 - 05/01/2020)	--	\$ 195.29
TOTAL			\$ 1,783.48

Amanda Lane

From: Larry Kaufmann <lkaufmann@tavistock.com>
Sent: Tuesday, June 2, 2020 10:59 AM
To: Amanda Lane
Cc: Damon Ventura; Diana Garcia
Subject: RE: Myrtle Creek - FR #62
Attachments: MCID FR #062.pdf

EXTERNAL EMAIL: Use care with links and attachments.

MCID Funding Request #62 is approved for processing.

KDS

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

From: Amanda Lane <lanea@pfm.com>
Sent: Monday, June 1, 2020 3:24 PM
To: Larry Kaufmann <lkaufmann@tavistock.com>
Subject: FW: Myrtle Creek - FR #62

EXTERNAL E-MAIL

From: Amanda Lane
Sent: Friday, May 29, 2020 7:16 PM
To: AccountsPayable <accountspayable@tavistock.com>; Damon Ventura (dventura@tavistock.com)
<dventura@tavistock.com>
Cc: Larry Kaufmann (lkaufmann@tavistock.com) <lkaufmann@tavistock.com>
Subject: Myrtle Creek - FR #62

Please see attached for Myrtle Creek FR #62 for \$1,783.48.

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

Payment Authorization #446

6/5/2020

Item No.	Payee	Invoice Number	General Fund
1	Aquatic Weed Control June Waterway Service	47991	\$ 325.00
2	Cepira Landscape May Landscaping - Section 1	16737	\$ 17,137.50
	Clock 5 Repairs	16823	\$ 1,618.00
	Clocks 2, 4, 5 & 7 Troubleshooting and Repairs	16827	\$ 1,661.40
	Controller 3 Repairs	16900	\$ 1,043.60
	Clocks 4 & 5 Troubleshooting and Repairs	16901	\$ 4,376.00
3	Digital Assurance Certification Annual Dissemination Fees	48825	\$ 1,500.00
4	HTFL Tree Removal	9208	\$ 150.00
5	Lake Country Pest Control Tree Injections	MC-102-3	\$ 632.00
6	Orlando Sentinel Legal Advertising Through 05/24/2020 (Ad: 6671203)	OSC20760733	\$ 166.25
7	Tavistock Development Management June Irrigation Specialist Services	M2020.06	\$ 1,666.67
TOTAL			\$ 30,276.42

Jennifer L. Walden

Secretary/Assistant Secretary

Chairperson

Received via email on June 8, 2020

Jay 6/6/20

MYRTLE CREEK IMPROVEMENT DISTRICT

Funding Request #063

6/5/2020

Item No.	Payee	Invoice Number	General Fund
1	Cepira Landscape Wellspring June Landscaping	16737	\$ 2,708.00
TOTAL			\$ 2,708.00

Amanda Lane

From: Larry Kaufmann <lkaufmann@tavistock.com>
Sent: Saturday, June 6, 2020 11:10 AM
To: Amanda Lane; AccountsPayable; Damon Ventura
Cc: Scott Thacker
Subject: RE: Myrtle Creek - FR #63
Attachments: MCID FR #063.pdf

EXTERNAL EMAIL: Use care with links and attachments.

MCID FR #063 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, June 5, 2020 6:35 PM
To: AccountsPayable <accountspayable@tavistock.com>; Damon Ventura <dventura@tavistock.com>
Cc: Larry Kaufmann <lkaufmann@tavistock.com>
Subject: Myrtle Creek - FR #63

EXTERNAL E-MAIL

Please see attached for Myrtle Creek FR #63 for \$2,708.00.

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

Payment Authorization #447

6/12/2020

Item No.	Payee	Invoice Number	General Fund
1	Boggy Creek Improvement District May 2020 ICM Expenses	ICM2020-08	\$ 13,609.37
2	Grau and Associates FY 2019 Audit	19788	\$ 1,500.00
3	Hopping Green & Sams General Counsel Through 04/30/2020	115153	\$ 1,683.93
4	OUC Acct: 4782400001 ; Service 05/02/2020 - 06/01/2020	--	\$ 4,148.42
TOTAL			\$ 20,941.72

Jennifer L. Walden

Secretary/Assistant Secretary

Chairperson

Jay K
6/15/20

RECEIVED

By Amanda Lane at 10:48 am, Jun 15, 2020

MYRTLE CREEK IMPROVEMENT DISTRICT

Payment Authorization #448

6/19/2020

Item No.	Payee	Invoice Number	General Fund
1	Cepira Landscape		
	POC 1 Mainline Repair	14748	\$ 1,502.32
	Valve and Nozzle Replacements	15784	\$ 1,348.00
	7-Eleven Irrigation Capping	17015	\$ 252.00
2	Donald W McIntosh Associates		
	Engineering Services Through 05/22/2020	37941	\$ 625.00
3	PFM Group Consulting		
	DM Fee: June 2020	DM-06-2020-0036	\$ 3,333.33
4	Supervisor Fees - 06/16/2020 Meeting		
	Marsha Leed	--	\$ 200.00
	Kam Shenai	--	\$ 200.00
	John Lynaugh	--	\$ 200.00
	Kyle Scholl	--	\$ 200.00
	Bob daSilva	--	\$ 200.00
TOTAL			\$ 8,060.65

Jennifer L. Walden

Secretary/Assistant Secretary

Chairperson

RECEIVED

By Amanda Lane at 8:56 am, Jun 23, 2020

Jay K
6/22/20

MYRTLE CREEK IMPROVEMENT DISTRICT

Payment Authorization #449

6/26/2020

Item No.	Payee	Invoice Number	General Fund
1	Orange County Comptroller Recording Fee for Special Warranty Deed	--	\$ 35.50
TOTAL			\$ 35.50

Jennifer L. Walden

Secretary/Assistant Secretary

Chairperson

Sankey
6/29/20

RECEIVED

By Amanda Lane at 3:25 pm, Jun 29, 2020

MYRTLE CREEK IMPROVEMENT DISTRICT

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

MYRTLE CREEK IMPROVEMENT DISTRICT

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

Myrtle Creek Improvement District
Statement of Financial Position
As of 6/30/2020

	General Fund	Debt Service	Capital Projects Fund	General Long-Term Debt	Total
<u>Assets</u>					
<u>Current Assets</u>					
General Checking Account	\$466,745.07				\$466,745.07
Money Market Account	68,721.19				68,721.19
State Board of Administration	3,988.91				3,988.91
Accounts Receivable - Due from Developer	148.91				148.91
Assessments Receivable	22,957.04				22,957.04
Deposits	4,300.00				4,300.00
General Reserve	155,837.15				155,837.15
Assessments Receivable		\$29,592.47			29,592.47
Due From Other Funds		22,369.03			22,369.03
Debt Service Reserve		335,021.90			335,021.90
Revenue		809,723.00			809,723.00
Prepayment		33.82			33.82
Sinking Fund A2 Bond		20,000.00			20,000.00
Acquisition/Construction			\$401,895.03		401,895.03
Total Current Assets	<u>\$722,698.27</u>	<u>\$1,216,740.22</u>	<u>\$401,895.03</u>	<u>\$0.00</u>	<u>\$2,341,333.52</u>
<u>Investments</u>					
Amount Available in Debt Service Funds				\$1,164,778.72	\$1,164,778.72
Amount To Be Provided				16,090,221.28	16,090,221.28
Total Investments	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$17,255,000.00</u>	<u>\$17,255,000.00</u>
Total Assets	<u><u>\$722,698.27</u></u>	<u><u>\$1,216,740.22</u></u>	<u><u>\$401,895.03</u></u>	<u><u>\$17,255,000.00</u></u>	<u><u>\$19,596,333.52</u></u>
<u>Liabilities and Net Assets</u>					
<u>Current Liabilities</u>					
Accounts Payable	\$148.91				\$148.91
Due To Other Governmental Units	6,928.81				6,928.81
Deferred Revenue	23,105.95				23,105.95
Deferred Revenue		\$29,592.47			29,592.47
Total Current Liabilities	<u>\$30,183.67</u>	<u>\$29,592.47</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$59,776.14</u>
<u>Long Term Liabilities</u>					
Revenue Bonds Payable - Long-Term				\$17,255,000.00	\$17,255,000.00
Total Long Term Liabilities	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$17,255,000.00</u>	<u>\$17,255,000.00</u>
Total Liabilities	<u><u>\$30,183.67</u></u>	<u><u>\$29,592.47</u></u>	<u><u>\$0.00</u></u>	<u><u>\$17,255,000.00</u></u>	<u><u>\$17,314,776.14</u></u>
<u>Net Assets</u>					
Net Assets, Unrestricted	\$1,283,393.58				\$1,283,393.58
Current Year Net Assets, Unrestricted	470.90				470.90
Net Assets - General Government	(1,011,858.54)				(1,011,858.54)
Current Year Net Assets - General Government	420,508.66				420,508.66
Net Assets, Unrestricted		\$1,220,074.50			1,220,074.50
Current Year Net Assets, Unrestricted		(32,926.75)			(32,926.75)
Net Assets, Unrestricted			(\$417,951.06)		(417,951.06)
Net Assets, Unrestricted			816,043.10		816,043.10
Current Year Net Assets, Unrestricted			3,802.99		3,802.99
Total Net Assets	<u><u>\$692,514.60</u></u>	<u><u>\$1,187,147.75</u></u>	<u><u>\$401,895.03</u></u>	<u><u>\$0.00</u></u>	<u><u>\$2,281,557.38</u></u>
Total Liabilities and Net Assets	<u><u>\$722,698.27</u></u>	<u><u>\$1,216,740.22</u></u>	<u><u>\$401,895.03</u></u>	<u><u>\$17,255,000.00</u></u>	<u><u>\$19,596,333.52</u></u>

Myrtle Creek Improvement District
Statement of Activities
As of 6/30/2020

	General Fund	Debt Service	Capital Projects Fund	General Long- Term Debt	Total
<u>Revenues</u>					
On-Roll Assessments	\$923,757.66				\$923,757.66
Developer Contributions	56,423.24				56,423.24
Inter-Fund Transfers In	470.90				470.90
On-Roll Assessments		\$1,308,340.20			1,308,340.20
Other Assessments		19,671.84			19,671.84
Inter-Fund Group Transfers In		(1,946.31)			(1,946.31)
Developer Contributions			\$13,534.42		13,534.42
Inter-Fund Transfers In			1,475.41		1,475.41
Total Revenues	<u>\$980,651.80</u>	<u>\$1,326,065.73</u>	<u>\$15,009.83</u>	<u>\$0.00</u>	<u>\$2,321,727.36</u>
<u>Expenses</u>					
Supervisor Fees	\$7,400.00				\$7,400.00
Public Officials' Liability Insurance	3,331.00				3,331.00
Trustee Services	7,764.47				7,764.47
Management	29,999.97				29,999.97
Engineering	5,369.00				5,369.00
Dissemination Agent	1,500.00				1,500.00
Property Appraiser	1,443.00				1,443.00
District Counsel	14,015.87				14,015.87
Assessment Administration	7,500.00				7,500.00
Audit	4,000.00				4,000.00
Travel and Per Diem	61.24				61.24
Postage & Shipping	67.33				67.33
Legal Advertising	3,123.77				3,123.77
Miscellaneous	41.18				41.18
Property Taxes	123.22				123.22
Web Site Maintenance	405.00				405.00
Holiday Decorations	716.00				716.00
Dues, Licenses, and Fees	175.00				175.00
Electric	804.82				804.82
Entry Lighting	198.66				198.66
Water Reclaimed	14,211.74				14,211.74
Aquatic Contract	2,925.00				2,925.00
General Liability Insurance	3,816.00				3,816.00
Irrigation	65,035.46				65,035.46
Landscaping Maintenance & Material	182,347.72				182,347.72
Landscape Improvements	1,805.50				1,805.50
Tree Trimming	3,870.00				3,870.00
Flower & Plant Replacement	20,181.90				20,181.90
Contingency	2,980.91				2,980.91
IME - Aquatics Maintenance	2,367.27				2,367.27
IME - Irrigation	3,054.33				3,054.33
IME - Landscaping	59,840.31				59,840.31
IME - Lighting	16,092.63				16,092.63
IME - Miscellaneous	3,444.53				3,444.53
IME - Water Reclaimed	412.97				412.97
Equipment Repair & Maintenance	66,980.00				66,980.00
Entry and Wall Maintenance	3,373.43				3,373.43
Streetlights	8,561.25				8,561.25
Personnel Leasing Agreement	15,000.03				15,000.03
Principal Payments		\$760,000.00			760,000.00
Interest Payments		606,750.00			606,750.00
Legal Advertising			\$476.67		476.67
Contingency			13,057.75		13,057.75
Total Expenses	<u>\$564,340.51</u>	<u>\$1,366,750.00</u>	<u>\$13,534.42</u>	<u>\$0.00</u>	<u>\$1,944,624.93</u>
<u>Other Revenues (Expenses) & Gains (Losses)</u>					
Interest Income	\$4,668.27				\$4,668.27
Interest Income		\$7,757.52			7,757.52
Interest Income			\$2,327.58		2,327.58
Total Other Revenues (Expenses) & Gains (Losses)	<u>\$4,668.27</u>	<u>\$7,757.52</u>	<u>\$2,327.58</u>	<u>\$0.00</u>	<u>\$14,753.37</u>
Change In Net Assets	\$420,979.56	(\$32,926.75)	\$3,802.99	\$0.00	\$391,855.80
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>\$692,514.60</u></u>	<u><u>\$1,187,147.75</u></u>	<u><u>\$401,895.03</u></u>	<u><u>\$0.00</u></u>	<u><u>\$2,281,557.38</u></u>

Myrtle Creek Improvement District

Budget to Actual
For the Month Ending 06/30/2020

	Actual	Budget	Variance	FY 2020 Adopted Budget
<u>Revenues</u>				
On-Roll Assessments	\$ 923,757.66	\$ 710,036.02	\$ 213,721.64	\$ 946,714.70
Developer Contributions	56,423.24	35,967.00	20,456.24	47,956.00
Net Revenues	\$ 980,180.90	\$ 746,003.02	\$ 234,177.88	\$ 994,670.70
<u>General & Administrative Expenses</u>				
Legislative				
Supervisor Fees	\$ 7,400.00	\$ 9,000.00	\$ (1,600.00)	\$ 12,000.00
Financial & Administrative				
Public Officials' Liability Insurance	3,331.00	2,681.25	649.75	3,575.00
Trustee Services	7,764.47	7,500.00	264.47	10,000.00
Management	29,999.97	30,000.00	(0.03)	40,000.00
Engineering				
District Engineering	5,369.00	5,625.00	(256.00)	7,500.00
Wellspring Engineering	-	-	-	-
Dissemination Agent	1,500.00	5,250.00	(3,750.00)	7,000.00
Property Appraiser	1,443.00	1,500.00	(57.00)	2,000.00
District Counsel	14,015.87	18,750.00	(4,734.13)	25,000.00
Assessment Administration	7,500.00	5,625.00	1,875.00	7,500.00
Reamortization Schedules	-	187.50	(187.50)	250.00
Audit	4,000.00	3,000.00	1,000.00	4,000.00
Arbitrage Calculation	-	675.00	(675.00)	900.00
Travel and Per Diem	61.24	150.00	(88.76)	200.00
Telephone	-	375.00	(375.00)	500.00
Postage & Shipping	67.33	750.00	(682.67)	1,000.00
Copies	-	1,500.00	(1,500.00)	2,000.00
Legal Advertising	3,123.77	4,500.00	(1,376.23)	6,000.00
Miscellaneous	41.18	3,750.00	(3,708.82)	5,000.00
Property Taxes	123.22	112.50	10.72	150.00
Web Site Maintenance	405.00	2,025.00	(1,620.00)	2,700.00
Holiday Decorations	716.00	937.50	(221.50)	1,250.00
Dues, Licenses, and Fees	175.00	131.25	43.75	175.00
Total General & Administrative Expenses	\$ 87,036.05	\$ 104,025.00	\$ (16,988.95)	\$ 138,700.00

Myrtle Creek Improvement District

Budget to Actual
For the Month Ending 06/30/2020

	Actual	Budget	Variance	FY 2020 Adopted Budget
<u>Field Operations</u>				
Electric Utility Services				
Electric	\$ 804.82	\$ 750.00	\$ 54.82	\$ 1,000.00
Entry Lighting	198.66	375.00	(176.34)	500.00
Water-Sewer Combination Services				
Water Reclaimed	14,211.74	18,750.00	(4,538.26)	25,000.00
Stormwater Control				
Aquatic Contract	2,925.00	3,870.00	(945.00)	5,160.00
Lake/Pond Repair Reserve	-	3,750.00	(3,750.00)	5,000.00
Other Physical Environment				
General Liability Insurance	3,816.00	3,187.50	628.50	4,250.00
Property & Casualty Insurance	-	1,125.00	(1,125.00)	1,500.00
Auto Insurance	-	562.50	(562.50)	750.00
Irrigation Repairs				
District Irrigation Repairs	56,931.90	22,500.00	34,431.90	30,000.00
Wellspring Irrigation Repairs	8,103.56	3,750.00	4,353.56	5,000.00
Landscaping Maintenance & Material				
District Landscaping	154,237.50	178,609.50	(24,372.00)	238,146.00
Gateway Road Landscaping	315.92	355.41	(39.49)	473.88
Wellspring Landscaping	27,794.30	28,467.00	(672.70)	37,956.00
Other Landscape Maintenance	1,805.50	47,860.95	(46,055.45)	63,814.60
Tree Trimming	3,870.00	30,000.00	(26,130.00)	40,000.00
Flower & Plant Replacement				
District Flower & Plant Replacement	6,690.00	82,500.00	(75,810.00)	110,000.00
Wellspring Flower & Plant Replacement	13,491.90	-	13,491.90	-
Contingency	1,405.00	7,500.00	(6,095.00)	10,000.00
Hurricane Cleanup	-	22,500.00	(22,500.00)	30,000.00
Wellspring Blvd./Performance Drive Expenses				
WSPD - Lighting	-	-	-	-
WSPD - Miscellaneous	1,575.91	3,750.00	(2,174.09)	5,000.00
WSPD - Water Reclaimed	-	-	-	-

Myrtle Creek Improvement District

Budget to Actual
For the Month Ending 06/30/2020

	Actual	Budget	Variance	FY 2020 Adopted Budget
Interchange Maintenance Expenses				
IME - Aquatics Maintenance	2,367.27	2,504.25	(136.98)	3,339.00
IME - Irrigation Repairs	3,054.33	7,087.50	(4,033.17)	9,450.00
IME - Landscaping	59,840.31	57,268.89	2,571.42	76,358.52
IME - Lighting	16,092.63	14,538.46	1,554.17	19,384.61
IME - Miscellaneous	3,444.53	1,090.29	2,354.24	1,453.73
IME - Water Reclaimed	412.97	2,180.77	(1,767.80)	2,907.69
New Operational Field Expenses				
Trail Repair	66,980.00	37,500.00	29,480.00	50,000.00
Crosswalk Improvements	-	22,500.00	(22,500.00)	30,000.00
Road & Street Facilities				
Entry and Wall Maintenance	3,373.43	7,500.00	(4,126.57)	10,000.00
Streetlights	8,561.25	11,250.00	(2,688.75)	15,000.00
Parks & Recreation				
Personnel Leasing Agreement	15,000.03	15,000.00	0.03	20,000.00
Reserves				
Infrastructure Capital Reserve	-	7,625.00	(7,625.00)	10,166.67
Interchange Maintenance Reserve	-	1,770.00	(1,770.00)	2,360.00
Total Field Operations Expenses	\$ 477,304.46	\$ 647,978.02	\$ (170,673.56)	\$ 863,970.70
Total Expenses	\$ 564,340.51	\$ 752,003.02	\$ (187,662.51)	\$ 1,002,670.70
Income (Loss) from Operations	\$ 415,840.39	\$ (6,000.00)	\$ 421,840.39	\$ (8,000.00)
Other Income (Expense)				
Interest Income	\$ 4,668.27	\$ 6,000.00	\$ (1,331.73)	\$ 8,000.00
Total Other Income (Expense)	\$ 4,668.27	\$ 6,000.00	\$ (1,331.73)	\$ 8,000.00
Net Income (Loss)	\$ 420,508.66	\$ -	\$ 420,508.66	\$ -

Myrtle Creek Improvement District
Budget to Actual
For the Month Ending 06/30/2020

	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-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	\$ 8,016.72	\$ 15,793.72	\$ 923,757.66
Developer Contributions	-	-	15,483.40	3,742.26	-	24,965.70	3,344.80	2,708.00	6,179.08	56,423.24
Net Revenues	\$ -	\$ 85,893.10	\$ 409,412.68	\$ 263,992.61	\$ 34,420.33	\$ 132,664.15	\$ 21,100.51	\$ 10,724.72	\$ 21,972.80	\$ 980,180.90
<u>General & Administrative Expenses</u>										
<u>Legislative</u>										
Supervisor Fees	\$ -	\$ 2,000.00	\$ 1,000.00	\$ 800.00	\$ 800.00	\$ -	\$ 800.00	\$ 1,000.00	\$ 1,000.00	\$ 7,400.00
<u>Financial & Administrative</u>										
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	3,333.33	3,333.33	29,999.97
Engineering	-	-	-	-	-	-	-	-	-	-
District Engineering	-	-	-	-	3,056.50	375.00	687.50	625.00	625.00	5,369.00
Wellspring Engineering	-	-	-	-	-	-	-	-	-	-
Dissemination Agent	-	-	-	-	-	-	-	-	1,500.00	1,500.00
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	3,345.34	1,683.93	14,015.87
Assessment Administration	7,500.00	-	-	-	-	-	-	-	-	7,500.00
Reamortization Schedules	-	-	-	-	-	-	-	-	-	-
Audit	-	-	-	-	-	-	2,500.00	-	1,500.00	4,000.00
Arbitrage Calculation	-	-	-	-	-	-	-	-	-	-
Travel and Per Diem	-	-	-	-	54.15	7.09	-	-	-	61.24
Telephone	-	-	-	-	-	-	-	-	-	-
Postage & Shipping	-	-	14.00	-	27.97	-	-	25.36	-	67.33
Copies	-	-	-	-	-	-	-	-	-	-
Legal Advertising	-	200.00	448.75	866.26	181.25	196.25	-	1,065.01	166.25	3,123.77
Miscellaneous	-	-	-	-	-	-	-	2.39	38.79	41.18
Property Taxes	105.00	18.22	-	-	-	-	-	-	-	123.22
Web Site Maintenance	-	105.00	-	-	-	-	-	300.00	-	405.00
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	\$ 9,696.43	\$ 9,847.30	\$ 87,036.05
<u>Field Operations</u>										
<u>Electric Utility Services</u>										
Electric	\$ -	\$ 89.88	\$ 90.62	\$ 91.13	\$ 90.83	\$ 90.09	\$ 91.03	\$ 136.78	\$ 124.46	\$ 804.82
Entry Lighting	-	48.97	21.63	21.38	21.63	21.15	21.50	20.77	21.63	198.66
<u>Water-Sewer Combination Services</u>										
Water Reclaimed	-	2,003.82	1,427.45	1,626.20	322.23	1,070.75	2,143.78	2,682.28	2,935.23	14,211.74
<u>Stormwater Control</u>										
Aquatic Contract	325.00	325.00	325.00	325.00	325.00	325.00	325.00	325.00	325.00	2,925.00
Lake/Pond Repair Reserve	-	-	-	-	-	-	-	-	-	-
<u>Other Physical Environment</u>										
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	5,720.00	11,801.32	56,931.90
Wellspring Irrigation	-	581.50	-	1,985.66	870.00	2,978.80	-	1,687.60	-	8,103.56
Landscaping Maintenance & Material	-	-	-	-	-	-	-	-	-	-

Myrtle Creek Improvement District
Budget to Actual
For the Month Ending 06/30/2020

	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	YTD Actual
District Landscaping	17,137.50	17,137.50	17,137.50	-	34,275.00	17,137.50	17,137.50	17,137.50	17,137.50	154,237.50
Gateway Road Landscaping	-	39.49	39.49	39.49	39.49	39.49	39.49	39.49	39.49	315.92
Wellspring Landscaping	2,708.00	2,708.00	2,708.00	2,905.50	5,932.80	2,708.00	2,708.00	2,708.00	2,708.00	27,794.30
Other Landscape Maintenance	-	-	905.00	118.50	-	-	-	-	782.00	1,805.50
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	-	-	-	-	-	-	-	1,427.00	148.91	1,575.91
WSPD - Water Reclaimed	-	-	-	-	-	-	-	-	-	-
Interchange Maintenance Expenses										
IME - Aquatics Maintenance	263.03	263.03	263.03	263.03	263.03	263.03	263.03	263.03	263.03	2,367.27
IME - Irrigation	756.00	1,168.45	126.79	-	170.83	212.23	-	475.29	144.74	3,054.33
IME - Landscaping	6,363.21	6,363.21	6,661.83	6,363.21	8,636.01	6,363.21	-	12,726.42	6,363.21	59,840.31
IME - Lighting	51.98	73.55	65.63	13,175.93	51.13	54.74	2,534.86	39.62	45.19	16,092.63
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	65.52	73.15	412.97
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
Streetlights	-	1,129.82	1,048.57	1,063.81	1,063.81	1,063.81	1,063.81	1,063.81	1,063.81	8,561.25
Parks & Recreation										
Personnel Leasing Agreement	-	-	5,000.01	1,666.67	1,666.67	1,666.67	1,666.67	1,666.67	1,666.67	15,000.03
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	\$ 48,184.78	\$ 45,643.34	\$ 477,304.46
Total Expenses	\$ 44,894.52	\$ 63,277.24	\$ 60,445.54	\$ 46,379.43	\$ 132,313.33	\$ 60,996.20	\$ 42,662.40	\$ 57,881.21	\$ 55,490.64	\$ 564,340.51
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)	\$ (47,156.49)	\$ (33,517.84)	\$ 415,840.39
Other Income (Expense)										
Interest Income	\$ 28.18	\$ 23.75	\$ 505.44	\$ 36.68	\$ 29.31	\$ 3,451.12	\$ 29.45	\$ 26.21	\$ 538.13	\$ 4,668.27
Total Other Income (Expense)	\$ 28.18	\$ 23.75	\$ 505.44	\$ 36.68	\$ 29.31	\$ 3,451.12	\$ 29.45	\$ 26.21	\$ 538.13	\$ 4,668.27
Net Income (Loss)	\$ (44,866.34)	\$ 22,639.61	\$ 349,472.58	\$ 217,649.86	\$ (97,863.69)	\$ 75,119.07	\$ (21,532.44)	\$ (47,130.28)	\$ (32,979.71)	\$ 420,508.66

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	-	-	22,085.63	(87,262.26)	509,955.71
6/1/2020	509,955.71	-	-	44,952.52	(88,163.16)	466,745.07
7/1/2020	466,745.07	-	-	148.91	(148.91)	466,745.07 as of 07/13/2020
FY 20 Totals		2,257,199.45	(2,241,980.89)	2,338,293.77	(1,886,280.37)	

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

	Amount
Series 2016 Bond Issue	
Original Construction Fund	\$ 513,425.32
Additions (Interest, Transfers from DSR, etc.)	219,859.14
Cumulative Draws Through Prior Month	(331,389.43)
	=====
Construction Funds Available	\$ 401,895.03
Requisitions This Month	
	=====
Total Requisitions This Month	\$ -
	=====
Funds Remaining	\$ 401,895.03
Committed Funding	
Performance Drive Phase 3 - August bid and October NTP	\$ -
	=====
Total Committed	\$ -
	=====
Net Uncommitted	401,895.03