

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 ("District"), scheduled to be held at **5:00 p.m. on Tuesday, November 19, 2019 at 6900 Tavistock Lakes Blvd., Suite 200, Orlando, FL 32827**. A quorum will be confirmed prior to the start of the meeting.

For those unable to attend in person, you may participate by telephone:

Phone: 1-844-621-3956 (new)

Participant Code: 796 580 192# (new)

BOARD OF SUPERVISORS' MEETING AGENDA

Organizational Matters

- Roll Call to Confirm a Quorum
- Public Comment Period
- 1. **Consideration of the Minutes of the October 29, 2019 Board of Supervisors' Meeting**
- 2. **Consideration of Resolution 2020-03, Adopting an Amended Budget for FY 2019**

Business Matters

- 3. **Ratification of Operation and Maintenance Expenditures Paid in October 2019 in an amount totaling \$89,792.76**
- 4. **Recommendation of Work Authorization/Proposed Services *(if applicable)***
- 5. **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

Adjournment



MYRTLE CREEK IMPROVEMENT DISTRICT

**Minutes of the October 29, 2019
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, October 29, 2019 at 5:00 p.m. at the Lake Nona Lakehouse, 13623 Sachs Avenue, Orlando, FL 32827.

Board Members listed below constituted a quorum.

| | |
|--------------|---------------------|
| Jeff Macre | Chair |
| Bob da Silva | Vice-Chair |
| Kam Shenai | Assistant Secretary |
| Kyle Scholl | Assistant Secretary |

Also present were:

| | |
|-----------------|--|
| Jennifer Walden | PFM Group Consulting, LLC |
| Tucker Mackie | Hopping Green & Sams (via phone) |
| Larry Kaufmann | Construction Supervisor |
| Jeff Newton | Donald W. McIntosh Associates |
| Scott Thacker | District Landscape Supervisor & Construction Committee |
| John Lynaugh | Resident |

SECOND ORDER OF BUSINESS

Public Comment Period

Ms. Walden asked if there were any members of the public present who would like to speak. She noted that there were no public comments at this time.

THIRD ORDER OF BUSINESS

Consideration of the Minutes of the August 6, 2019 Board of Supervisors Meeting

The Board reviewed the minutes from the August 6, 2019 Board of Supervisors' Meeting.

On Motion by Mr. Macre, second by Mr. Scholl, with all in favor, the Board of Supervisors of the Myrtle Creek Improvement District approved the Minutes of the August 6, 2019 Board of Supervisors' Meeting.

FOURTH ORDER OF BUSINESS

Consideration of the Minutes of the August 22, 2019 Board of Supervisors Meeting

The Board reviewed the minutes from the August 22, 2019 Board of Supervisors' Meeting.

On Motion by Mr. Macre, second by Mr. Shenai, with all in favor, the Board of Supervisors of the Myrtle Creek Improvement District approved the Minutes of the August 22, 2019 Board of Supervisors' Meeting.

FIFTH ORDER OF BUSINESS

Consideration of Resolution 2020-01, Approving an Annual Meeting Schedule for Fiscal Year 2020

Ms. Walden recommended keeping the same schedule which is the 3rd Tuesday of each month at 5:00 p.m. at the Tavistock Office and the Construction Committee meetings every other week at 3:30 p.m. at Donald W. McIntosh Associates office.

A discussion took place regarding holding the meetings at Village Walk for the budget season. District staff will look into this further. Ms. Walden stated that when the Board decides which months to hold the Preliminary Budget and the Public Hearing on adopting the Final Budget they can be moved to Village Walk location assuming there are no restrictions to accessing the site by members of the public..

On Motion by Mr. Scholl, second by Mr. da Silva, with all in favor, the Board of Supervisors of the Myrtle Creek Improvement District approved Resolution 2020-01, Approving an Annual Meeting Schedule for Fiscal Year 2020, as presented.

SIXTH ORDER OF BUSINESS

Discussion Related to Board Vacancy for Seat 3

Ms. Walden stated that the Board accepted Mr. D. Tubbs' resignation at the June meeting and that left a vacancy on the Board. The District has received resumes from three interested candidates to fill the vacant seat which expires November 2022.

Mr. Shenai asked if it is a conflict of interest to have a Member of the HOA Board be appointed to the Board of Supervisors' for the District. Ms. Mackie said that is not a conflict and the only potential concern would be if two Board Members of the HOA were District Supervisors as well as it may present potential conflicts under the Sunshine Law. Ms. Walden asked if it was a conflict that multiple Board Members from the District attend the HOA meetings. Ms. Mackie stated that Board Members are free to attend HOA meetings but they should refrain from having conversations with one another on matters that could come before the CDD Board.

A discussion took place regarding conflicts of interest with businesses and investments. A Board Member asked if all three candidates were at the previous meeting. Ms. Walden stated that they all were in attendance. A discussion took place regarding each of the candidates and their resumes.

On Motion by Mr. da Silva, second by Mr. Shenai, with all in favor, the Board of Supervisors of the Myrtle Creek Improvement District appointed Mr. John Lynaugh to Seat 3 of the Board of Supervisors.

Ms. Walden administered the oath of office to Mr. Lynaugh. Ms. Walden outlined the Sunshine Law and reminded him not to reply all on emails. She will go over the other forms with him after the meeting. Ms. Mackie noted that her office will send him a new Supervisor notebook with more detail regarding Florida Sunshine Law and Florida Public Records Law. Under the Sunshine Law he is prohibited from having conversations with fellow Supervisors outside of a publicly noticed meeting which relates to emails, texting, social media, Nextdoor, etc. on items that will be decided by the Board publicly. Ms. Mackie reminded Mr. Lynaugh that he does not speak on behalf of the Board and to avoid making the appearance that he does. He should be cautious that any public comments do not look like they are coming directly from the Board if it is something that has yet to be discussed by the Board. Communicating what the Board has decided is well within the purview of a Board Member. She asked him to contact her with any questions he has and he is not prohibited from contacting any member of the District staff outside of a publicly noticed meeting. She discussed the Florida Public Records Law. She asked that if he keeps documents that they be kept separate and apart from personal documents in case of a public record request.

SEVENTH ORDER OF BUSINESS

Consideration of Resolution 2020-02, Election of Officers

Ms. Walden noted that the current slate of officers is as follows: Jeff Macre as Chairperson, Bob da Silva as Vice-Chairperson, Jennifer Walden as Secretary, Kyle Scholl, Kam Shenai, and Lynne Mullins as Assistant Secretaries, Amanda Lane as Treasurer, and Jennifer Glasgow as Assistant Treasurer.

Ms. Walden stated that the Board is free to revise as they would like but requested that those with the District Manager's office be kept on at their current position to handle matters that arise.

On Motion by Mr. da Silva, second by Mr. Scholl, with all in favor, the Board of Supervisors of the Myrtle Creek Improvement District approved Resolution 2020-02, Election of Officers as follows: Jeff Macre as Chairperson, Bob da Silva as Vice-Chairperson, Jennifer Walden as Secretary, Kyle Scholl, Kam Shenai, John Lynaugh and Lynne Mullins as Assistant Secretaries, Amanda Lane as Treasurer, and Jennifer Glasgow as Assistant Treasurer.

EIGHTH ORDER OF BUSINESS

Consideration of FY 2019 Audit Engagement Letter

Ms. Walden explained that the FY 2019 Audit Engagement Letter outlines that the services will not exceed \$4,000.00, which is the amount already allocated in the budget for this coming year. District Counsel has reviewed it and their changes have been incorporated. Ms. Mackie explained the Audit Selection Process for the new Board Member.

Mr. Scholl asked if the fee will come in at \$4,000.00 or if it could be less. Ms. Mackie replied that it will typically come in at \$4,000.00. Mr. Macre asked who the Auditor was last year and if Grau understood the scope of work. Ms. Walden responded that they do understand the scope, they are qualified and are one of the main Auditors that PFM works with on other Districts. Ms. Walden requested a motion to accept the Audit Engagement Letter.

On Motion by Mr. Scholl, second by Mr. da Silva, with all in favor, the Board of Supervisors of the Myrtle Creek Improvement District accepted the FY 2019 Audit Engagement Letter.

NINTH ORDER OF BUSINESS

**Ratification of Operation and
Maintenance Expenditures
Paid in August and September
2019 in an amount totaling
\$198,645.36**

The Board reviewed the Operation and Maintenance Expenditures Paid in August and September 2019 in an amount totaling \$198,645.36. Ms. Walden stated that two months of expenses are being considered because last month the District could not meet due to a lack of a quorum.

Mr. Scholl asked about the Irrigation Specialist Services from November 2018 - September 2019 in the amount of \$18,333.00. Ms. Walden responded that it is the individual from Tavistock that the Board voted to utilize and these expenses depict the months that he was working. The budget allocates \$20,000.00 for the year which the total of \$60,000 is split within the three Districts.

On Motion by Mr. Scholl, second by Mr. Shenai, with all in favor, the Board of Supervisors of the Myrtle Creek Improvement District ratified Operation and Maintenance Expenditures Paid in August and September 2019 in an amount totaling \$198,645.36.

TENTH ORDER OF BUSINESS

**Recommended Work
Authorization/Proposed
Services**

Mr. Kaufmann stated there are none for this District.

ELEVENTH ORDER OF BUSINESS

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

Ms. Walden explained that the District currently has total expenses of \$689,675.00 vs. a budget of \$754,000.00 so the District is currently under budget. The District will have invoices coming in which occurred from August and September and Ms. Lane is working to keep those up to date. The District will have updated financial statements for Fiscal Year 2019 at next month's meeting. She reminded the Board that the budget is different than cash flow of the District.

Mr. Shenai asked if this was an end of the year statement. Ms. Walden confirmed. He asked about irrigation and reclaimed water line items. He specifically asked about the irrigation line item and why we were \$40,000.00 over budget. Mr. Thacker responded that there are three line items for irrigation. The first one came in just under budget and is for actual irrigation repairs. The second line item is for replacing irrigation controllers that the Board authorizing using reserve funds for. The third line item is for Wellspring Drive irrigation which is funded by the Developer. Ms. Walden noted that the District has not received all of the Developer contributions for FY 2019 so the amount expensed and amount collected don't currently match.

Mr. da Silva brought up concerns regarding the contractor performing the utility work within Lake Nona Boulevard and their work methods. Mr. Thacker stated that damages have been documented and a letter has been sent to the County, City, and Contractor putting them on notice. Tavistock has met with the County, the City and Contractor because they have the same concerns regarding the health of the trees. The County has ensured the District that they will hold the Contractor accountable. District staff will continue to document with photos. Board members expressed their concerns.

Mr. Shenai asked if KPMG will be completed soon and stated that he asked Mr. Plenzler what will happen to the residential share of the assessments once KPMG is complete. He stated that once KPMG is complete then the residential share should go down which will mean a decrease in assessments. Mr. Macre responded that in theory that could be the case but we don't know what the expenses will be. Mr. Shenai asked if District staff and the Board could start looking at the Assessments for FY 2021. Ms. Walden stated that it is difficult to estimate the expenses now but they will do so once the budget session starts in May 2020. Mr. Scholl agreed and added that he would like to look at adding to the District's reserves. Mr. Shenai also mentioned the trail and how are we moving forward. Mr. Kaufmann stated that it is a work in progress and something that is still being addressed.

TWELFTH ORDER OF BUSINESS

Staff Reports

District Counsel –

Ms. Mackie stated the Legislation Session starts in January and the Board will receive copies of Capital Conversations. She will also provide monthly updates and she will remove anyone who no longer wishes to receive Capital Conversations.

Mr. Scholl asked what other items could come up in the Legislative Session. Ms. Mackie responded that there is always advancement by local governments to get legislation through that may alleviate the need to provide for public advertisement in newspapers because it is getting more costly but it is always met with resistance and has yet to make it through.

Capital Conversations will highlight items that District Counsel is carefully monitoring for the District.

District Manager –

Ms. Walden noted that the next meeting is scheduled for Tuesday, November 19, 2019.

Ms. Walden stated she did have one item that she needed direction from the Board on. She explained that there are excess funds in the Myrtle Creek 2016 reserve account just over \$1,000.00. Per the Second Supplemental Trust Indenture, excess funds due to income earnings can be applied as directed by the District. Absent direction from the District to the Trustee, the funds will be held in the Debt Service Reserve and continue to earn interest.

On Motion by Mr. Scholl, second by Mr. da Silva, with all in favor, the Board of Supervisors of the Myrtle Creek Improvement District authorized District staff to transmit the requisition notice to the Trustee to move the funds to the District's Reserve Account.

District Engineer – No Report

Construction Supervisor – No Report

Irrigation Specialist – No Report

THIRTEENTH ORDER OF BUSINESS

**Supervisor Requests,
Audience Comments
& Adjournment**

Mr. Shenai asked if the new landscaping company started. Mr. Thacker replied that they have and are doing really well. Ms. Walden requested a motion to adjourn.

On Motion by Mr. Macre, second by Mr. Scholl, with all in favor, the October 29, 2019 Meeting of the Board of Supervisors of the Myrtle Creek Improvement District was adjourned.

Secretary/Assistant Secretary

Chair/Vice Chair

MYRTLE CREEK IMPROVEMENT DISTRICT

**Resolution 2020-03,
Adopting an Amended Budget for FY 2019**

RESOLUTION 2020-03

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE MYRTLE CREEK IMPROVEMENT DISTRICT ADOPTING AN AMENDED GENERAL FUND BUDGET FOR FISCAL YEAR 2018/2019, PROVIDING FOR APPROPRIATIONS; ADDRESSING CONFLICTS AND SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, on August 23, 2018, the Board of Supervisors of the Myrtle Creek Improvement District (“**Board**”), adopted Resolution 2018-09 providing for the adoption of the District’s Fiscal Year 2018/2019 annual budget (“**Budget**”); and

WHEREAS, the District Manager, at the direction of the Board, has prepared an amended Budget, to reflect changes in the actual appropriations of the Budget; and

WHEREAS, Chapters 189 and 190, *Florida Statutes*, and Section 3 of Resolution 2018-09 authorize the Board to amend the Budget within sixty (60) days following the end of the Fiscal Year 2018/2019; and

WHEREAS, the Board finds that it is in the best interest of the District and its landowners to amend the Budget to reflect the actual appropriations; and

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

1. BUDGET AMENDMENT.

- a. The Board has reviewed the District Manager’s proposed amended Budget, copies of which are on file with the office of the District Manager and at the District’s Records Office, and hereby approves certain amendments thereto, as shown in Section 2 below.
- b. The amended Budget attached hereto as **Exhibit A** and incorporated herein by reference as further amended by the Board is hereby adopted in accordance with the provisions of sections 190.008(2)(a) and 189.016(6), *Florida Statutes*; provided, however, that the comparative figures contained in the amended Budget as adopted by the Board (together, “**Adopted Annual Budget**”) may be further revised as deemed necessary by the District Manager to further reflect actual revenues and expenditures for Fiscal Year 2018/2019.

Exhibit A
Amended Fiscal Year 2018/2019 Budget

Myrtle Creek Improvement District
Budget to Actual
For the Month Ending 09/30/2019

| | YTD Actual | FY 2019 Adopted Budget | YTD Variance | FY 2019 Adopted Budget (proposed revised) |
|---|----------------------|---------------------------|-----------------------|---|
| <u>Revenues</u> | | | | |
| On-Roll Assessments | \$ 494,193.80 | \$ 492,716.16 | \$ 1,477.64 | \$ 492,716.16 |
| Developer Contributions | 76,278.44 | - | 76,278.44 | 76,278.44 |
| Other Income & Other Financing Sources | 1.32 | - | 1.32 | 1.32 |
| Money Market Reserve | 100,142.23 | 260,357.44 | (160,215.21) | 184,077.68 |
| Net Revenues | \$ 670,615.79 | \$ 753,073.60 | \$ (82,457.81) | \$ 753,073.60 |
| <u>General & Administrative Expenses</u> | | | | |
| Legislative | | | | |
| Supervisor Fees | \$ 9,000.00 | \$ 12,000.00 | \$ (3,000.00) | \$ 9,000.00 |
| Financial & Administrative | | | | |
| Public Officials' Liability Insurance | 3,250.00 | 3,575.00 | (325.00) | 3,250.00 |
| Trustee Services | 8,072.63 | 2,000.00 | 6,072.63 | 8,072.63 |
| Management | 39,999.96 | 40,000.00 | (0.04) | 39,999.96 |
| Engineering | | | | |
| District Engineering | 11,410.98 | 5,000.00 | 6,410.98 | 11,410.98 |
| Wellspring Engineering | 5,882.50 | - | 5,882.50 | 5,882.50 |
| Dissemination Agent | 1,750.00 | 5,000.00 | (3,250.00) | 1,750.00 |
| Property Appraiser | 1,432.00 | 3,000.00 | (1,568.00) | 1,432.00 |
| District Counsel | 31,313.21 | 20,000.00 | 11,313.21 | 31,313.21 |
| Assessment Administration | 7,500.00 | 7,500.00 | - | 7,500.00 |
| Audit | 3,923.00 | 3,975.00 | (52.00) | 3,923.00 |
| Arbitrage Calculation | - | 900.00 | (900.00) | - |
| Travel and Per Diem | 229.56 | 500.00 | (270.44) | 229.56 |
| Telephone | 329.67 | 500.00 | (170.33) | 329.67 |
| Postage & Shipping | 977.01 | 500.00 | 477.01 | 977.01 |
| Copies | 1,812.30 | 2,000.00 | (187.70) | 1,812.30 |
| Legal Advertising | 6,136.87 | 5,000.00 | 1,136.87 | 6,136.87 |
| Bank Fees | - | 50.00 | (50.00) | - |
| Miscellaneous | 146.12 | 5,000.00 | (4,853.88) | 146.12 |
| Property Taxes | 123.22 | 75.00 | 48.22 | 123.22 |
| Web Site Maintenance | 1,279.99 | 1,250.00 | 29.99 | 1,279.99 |
| Holiday Decorations | 1,246.00 | - | 1,246.00 | 1,246.00 |
| Dues, Licenses, and Fees | 175.00 | 175.00 | - | 175.00 |
| Total General & Administrative Expenses | \$ 135,990.02 | \$ 118,000.00 | \$ 17,990.02 | \$ 135,990.02 |

Myrtle Creek Improvement District
Budget to Actual
For the Month Ending 09/30/2019

| | YTD Actual | FY 2019 Adopted Budget | YTD Variance | FY 2019 Adopted Budget (proposed revised) |
|---|------------|---------------------------|--------------|---|
| <u>Field Operations</u> | | | | |
| Electric Utility Services | | | | |
| Electric | \$ 953.03 | \$ 1,000.00 | \$ (46.97) | \$ 953.03 |
| Entry Lighting | 168.26 | 500.00 | (331.74) | 168.26 |
| Water-Sewer Combination Services | | | | |
| Water Reclaimed | 25,983.26 | 10,000.00 | 15,983.26 | 25,983.26 |
| Stormwater Control | | | | |
| Aquatic Contract | 3,150.00 | 5,160.00 | (2,010.00) | 3,150.00 |
| Lake/Pond Repair Reserve | - | 5,000.00 | (5,000.00) | - |
| Other Physical Environment | | | | |
| General Liability Insurance | 3,723.00 | 5,000.00 | (1,277.00) | 3,723.00 |
| Property & Casualty Insurance | - | 1,500.00 | (1,500.00) | - |
| Auto Insurance | - | 750.00 | (750.00) | - |
| Irrigation | | | | |
| District Irrigation | 26,683.24 | 30,000.00 | (3,316.76) | 26,683.24 |
| Reserve Irrigation (Controller Replacement) | 27,743.00 | - | 27,743.00 | 27,743.00 |
| Wellspring Irrigation | 15,750.70 | - | 15,750.70 | 15,750.70 |
| Landscaping Maintenance & Material | | | | |
| District Landscaping | 182,523.41 | 182,484.00 | 39.41 | 182,523.41 |
| Gateway Road Landscaping | 2,916.01 | - | 2,916.01 | 2,916.01 |
| Wellspring Landscaping | 40,424.64 | - | 40,424.64 | 40,424.64 |
| Tree Trimming | - | 40,000.00 | (40,000.00) | 23,239.22 |
| Flower & Plant Replacement | | | | |
| District Flower & Plant Replacement | 36,524.70 | 110,000.00 | (73,475.30) | 36,524.70 |
| Wellspring Flower & Plant Replacement | 18,946.50 | - | 18,946.50 | 18,946.50 |
| Contingency | 14,232.70 | 23,426.31 | (9,193.61) | 14,232.70 |
| Hurricane Cleanup | - | 15,000.00 | (15,000.00) | 15,000.00 |

Myrtle Creek Improvement District

Budget to Actual
For the Month Ending 09/30/2019

| | YTD Actual | FY 2019 Adopted Budget | YTD Variance | FY 2019 Adopted Budget (proposed revised) |
|---|------------------------------|---------------------------|------------------------------|---|
| Interchange Maintenance Expenses | | | | |
| IME - Aquatics Maintenance | 3,156.35 | 3,339.00 | (182.65) | 3,156.35 |
| IME - Irrigation | 8,358.14 | 31,500.00 | (23,141.86) | 8,358.14 |
| IME - Landscaping | 87,310.74 | 77,221.62 | 10,089.12 | 87,310.74 |
| IME - Lighting | 14,035.38 | 20,000.00 | (5,964.62) | 14,035.38 |
| IME - Miscellaneous | 3,356.27 | - | 3,356.27 | 3,356.27 |
| IME - Water Reclaimed | 944.60 | 3,150.00 | (2,205.40) | 944.60 |
| New Operational Field Expenses | | | | |
| Trail Benches | - | - | - | - |
| Crosswalk Improvements | - | 16,516.00 | (16,516.00) | 16,516.00 |
| Road & Street Facilities | | | | |
| Entry and Wall Maintenance | 6,185.00 | 10,000.00 | (3,815.00) | 6,185.00 |
| Streetlights | 13,527.72 | 12,000.00 | 1,527.72 | 13,527.72 |
| Parks & Recreation | | | | |
| Personnel Leasing Agreement | 18,333.37 | 20,000.00 | (1,666.63) | 18,333.37 |
| Reserves | | | | |
| Infrastructure Capital Reserve | 10,166.67 | 10,166.67 | - | 10,166.67 |
| Interchange Maintenance Reserve | 2,360.00 | 2,360.00 | - | 2,360.00 |
| Total Field Operations Expenses | <u>\$ 567,456.69</u> | <u>\$ 636,073.60</u> | <u>\$ (68,616.91)</u> | <u>\$ 622,211.91</u> |
| Total Expenses | <u>\$ 703,446.71</u> | <u>\$ 754,073.60</u> | <u>\$ (50,626.89)</u> | <u>\$ 758,201.93</u> |
| Income (Loss) from Operations | <u>\$ (32,830.92)</u> | <u>\$ (1,000.00)</u> | <u>\$ (31,830.92)</u> | <u>\$ (5,128.33)</u> |
| Other Income (Expense) | | | | |
| Interest Income | \$ 5,128.33 | \$ 1,000.00 | \$ 4,128.33 | \$ 5,128.33 |
| Total Other Income (Expense) | <u>\$ 5,128.33</u> | <u>\$ 1,000.00</u> | <u>\$ 4,128.33</u> | <u>\$ 5,128.33</u> |
| Net Income (Loss) | <u><u>\$ (27,702.59)</u></u> | <u><u>\$ -</u></u> | <u><u>\$ (27,702.59)</u></u> | <u><u>\$ -</u></u> |

MYRTLE CREEK IMPROVEMENT DISTRICT

**Operation and Maintenance Expenditures Paid in
October 2019 in an amount totaling \$89,792.76**

MYRTLE CREEK IMPROVEMENT DISTRICT

DISTRICT OFFICE • 12051 CORPORATE BLVD • ORLANDO, FL 32817

PHONE: (407) 382-3256 • FAX: (407) 382-3254

Operation and Maintenance Expenditures For Board Approval

Attached please find the check register listing Operations and Maintenance expenditures paid from October 1, 2019 through October 31, 2019. This does not include expenditures previously approved by the Board.

The total items being presented: **\$89,792.76**

Approval of Expenditures:

_____ Chairman

_____ Vice Chairman

_____ Assistant Secretary

Myrtle Creek Improvement District
AP Check Register (Current by Bank)
Check Dates: 10/1/2019 to 10/31/2019

| Check No. | Date | Status* | Vendor ID | Payee Name | Amount |
|--|----------|---------|-----------|--------------------------------|---------------------------|
| BANK ID: SUN - CITY NATIONAL BANK | | | | | 001-101-0000-00-01 |
| **3616 | 10/15/19 | P | AWC | Aquatic Weed Control, Inc. | \$325.00 |
| 3617 | 10/15/19 | P | BVLS | BrightView Landscape Services | \$1,916.50 |
| 3618 | 10/15/19 | P | CEPRA | Cepira Landscape | \$19,845.50 |
| 3619 | 10/15/19 | P | DEO | Dept. of Economic Opportunity | \$175.00 |
| 3620 | 10/15/19 | P | DONMC | Donald W. McIntosh Associates | \$2,037.42 |
| 3621 | 10/15/19 | P | HTFL | Hathaway's Tree Farm & Landsca | \$6,665.00 |
| 3622 | 10/15/19 | P | HGS | Hopping Green & Sams | \$4,100.18 |
| 3623 | 10/15/19 | P | MLM | Michael's Lighting & Electric | \$81.25 |
| 3624 | 10/15/19 | P | ORLSEN | Orlando Sentinel | \$271.66 |
| 3625 | 10/15/19 | P | PFMGC | PFM Group Consulting | \$18,597.55 |
| 3626 | 10/15/19 | P | VENTUR | VenturesIn.com | \$105.00 |
| 3627 | 10/21/19 | P | BERMAN | Berman Construction | \$150.00 |
| 3628 | 10/21/19 | P | CEPRA | Cepira Landscape | \$2,362.80 |
| 3629 | 10/28/19 | P | BERMAN | Berman Construction | \$822.70 |
| 3630 | 10/28/19 | P | BVLS | BrightView Landscape Services | \$5,548.60 |
| 3631 | 10/28/19 | P | DONMC | Donald W. McIntosh Associates | \$775.00 |
| BANK SUN REGISTER TOTAL: | | | | | \$63,779.16 |
| GRAND TOTAL : | | | | | \$63,779.16 |

63,779.16 Checks 3616 - 3631 cut
2,789.73 PA 413 - OUC paid online
23,223.87 PA 414 - September interchange paid to Boggy Creek
89,792.76 Cash spent

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
Budget to Actual
For the Month Ending 09/30/2019

| | YTD Actual | YTD Budget | YTD Variance | FY 2019 Adopted Budget |
|---|----------------------|----------------------|-----------------------|------------------------------|
| <u>Revenues</u> | | | | |
| On-Roll Assessments | \$ 494,193.80 | \$ 492,716.16 | \$ 1,477.64 | \$ 492,716.16 |
| Developer Contributions | 76,278.44 | - | 76,278.44 | - |
| Other Income & Other Financing Sources | 1.32 | - | 1.32 | - |
| Money Market Reserve | 100,142.23 | 260,357.44 | (160,215.21) | 260,357.44 |
| Net Revenues | \$ 670,615.79 | \$ 753,073.60 | \$ (82,457.81) | \$ 753,073.60 |
| <u>General & Administrative Expenses</u> | | | | |
| Legislative | | | | |
| Supervisor Fees | \$ 9,000.00 | \$ 12,000.00 | \$ (3,000.00) | \$ 12,000.00 |
| Financial & Administrative | | | | |
| Public Officials' Liability Insurance | 3,250.00 | 3,575.00 | (325.00) | 3,575.00 |
| Trustee Services | 8,072.63 | 2,000.00 | 6,072.63 | 2,000.00 |
| Management | 39,999.96 | 40,000.00 | (0.04) | 40,000.00 |
| Engineering | | | | |
| District Engineering | 11,410.98 | 5,000.00 | 6,410.98 | 5,000.00 |
| Wellspring Engineering | 5,882.50 | - | 5,882.50 | - |
| Dissemination Agent | 1,750.00 | 5,000.00 | (3,250.00) | 5,000.00 |
| Property Appraiser | 1,432.00 | 3,000.00 | (1,568.00) | 3,000.00 |
| District Counsel | 31,313.21 | 20,000.00 | 11,313.21 | 20,000.00 |
| Assessment Administration | 7,500.00 | 7,500.00 | - | 7,500.00 |
| Audit | 3,923.00 | 3,975.00 | (52.00) | 3,975.00 |
| Arbitrage Calculation | - | 900.00 | (900.00) | 900.00 |
| Travel and Per Diem | 229.56 | 500.00 | (270.44) | 500.00 |
| Telephone | 329.67 | 500.00 | (170.33) | 500.00 |
| Postage & Shipping | 977.01 | 500.00 | 477.01 | 500.00 |
| Copies | 1,812.30 | 2,000.00 | (187.70) | 2,000.00 |
| Legal Advertising | 6,136.87 | 5,000.00 | 1,136.87 | 5,000.00 |
| Bank Fees | - | 50.00 | (50.00) | 50.00 |
| Miscellaneous | 146.12 | 5,000.00 | (4,853.88) | 5,000.00 |
| Property Taxes | 123.22 | 75.00 | 48.22 | 75.00 |
| Web Site Maintenance | 1,279.99 | 1,250.00 | 29.99 | 1,250.00 |
| Holiday Decorations | 1,246.00 | - | 1,246.00 | - |
| Dues, Licenses, and Fees | 175.00 | 175.00 | - | 175.00 |
| Total General & Administrative Expenses | \$ 135,990.02 | \$ 118,000.00 | \$ 17,990.02 | \$ 118,000.00 |

Myrtle Creek Improvement District
Budget to Actual
For the Month Ending 09/30/2019

| | YTD Actual | YTD Budget | YTD Variance | FY 2019 Adopted Budget |
|---|------------|-------------|--------------|------------------------------|
| <u>Field Operations</u> | | | | |
| Electric Utility Services | | | | |
| Electric | \$ 953.03 | \$ 1,000.00 | \$ (46.97) | \$ 1,000.00 |
| Entry Lighting | 168.26 | 500.00 | (331.74) | 500.00 |
| Water-Sewer Combination Services | | | | |
| Water Reclaimed | 25,983.26 | 10,000.00 | 15,983.26 | 10,000.00 |
| Stormwater Control | | | | |
| Aquatic Contract | 3,150.00 | 5,160.00 | (2,010.00) | 5,160.00 |
| Lake/Pond Repair Reserve | - | 5,000.00 | (5,000.00) | 5,000.00 |
| Other Physical Environment | | | | |
| General Liability Insurance | 3,723.00 | 5,000.00 | (1,277.00) | 5,000.00 |
| Property & Casualty Insurance | - | 1,500.00 | (1,500.00) | 1,500.00 |
| Auto Insurance | - | 750.00 | (750.00) | 750.00 |
| Irrigation | | | | |
| District Irrigation | 26,683.24 | 30,000.00 | (3,316.76) | 30,000.00 |
| Reserve Irrigation (Controller Replacement) | 27,743.00 | - | 27,743.00 | - |
| Wellspring Irrigation | 15,750.70 | - | 15,750.70 | - |
| Landscaping Maintenance & Material | | | | |
| District Landscaping | 182,523.41 | 182,484.00 | 39.41 | 182,484.00 |
| Gateway Road Landscaping | 2,916.01 | - | 2,916.01 | - |
| Wellspring Landscaping | 40,424.64 | - | 40,424.64 | - |
| Tree Trimming | - | 40,000.00 | (40,000.00) | 40,000.00 |
| Flower & Plant Replacement | | | | |
| District Flower & Plant Replacement | 36,524.70 | 110,000.00 | (73,475.30) | 110,000.00 |
| Wellspring Flower & Plant Replacement | 18,946.50 | - | 18,946.50 | - |
| Contingency | 14,232.70 | 23,426.31 | (9,193.61) | 23,426.31 |
| Hurricane Cleanup | - | 15,000.00 | (15,000.00) | 15,000.00 |

Myrtle Creek Improvement District
Budget to Actual
For the Month Ending 09/30/2019

| | YTD Actual | YTD Budget | YTD Variance | FY 2019 Adopted Budget |
|---|-----------------------|----------------------|-----------------------|------------------------------|
| Interchange Maintenance Expenses | | | | |
| IME - Aquatics Maintenance | 3,156.35 | 3,339.00 | (182.65) | 3,339.00 |
| IME - Irrigation | 8,358.14 | 31,500.00 | (23,141.86) | 31,500.00 |
| IME - Landscaping | 87,310.74 | 77,221.62 | 10,089.12 | 77,221.62 |
| IME - Lighting | 14,035.38 | 20,000.00 | (5,964.62) | 20,000.00 |
| IME - Miscellaneous | 3,356.27 | - | 3,356.27 | - |
| IME - Water Reclaimed | 944.60 | 3,150.00 | (2,205.40) | 3,150.00 |
| New Operational Field Expenses | | | | |
| Trail Benches | - | - | - | - |
| Crosswalk Improvements | - | 16,516.00 | (16,516.00) | 16,516.00 |
| Road & Street Facilities | | | | |
| Entry and Wall Maintenance | 6,185.00 | 10,000.00 | (3,815.00) | 10,000.00 |
| Streetlights | 13,527.72 | 12,000.00 | 1,527.72 | 12,000.00 |
| Parks & Recreation | | | | |
| Personnel Leasing Agreement | 18,333.37 | 20,000.00 | (1,666.63) | 20,000.00 |
| Reserves | | | | |
| Infrastructure Capital Reserve | 10,166.67 | 10,166.67 | - | 10,166.67 |
| Interchange Maintenance Reserve | 2,360.00 | 2,360.00 | - | 2,360.00 |
| Total Field Operations Expenses | \$ 567,456.69 | \$ 636,073.60 | \$ (68,616.91) | \$ 636,073.60 |
| Total Expenses | \$ 703,446.71 | \$ 754,073.60 | \$ (50,626.89) | \$ 754,073.60 |
| Income (Loss) from Operations | \$ (32,830.92) | \$ (1,000.00) | \$ (31,830.92) | \$ (1,000.00) |
| Other Income (Expense) | | | | |
| Interest Income | \$ 5,128.33 | \$ 1,000.00 | \$ 4,128.33 | \$ 1,000.00 |
| Total Other Income (Expense) | \$ 5,128.33 | \$ 1,000.00 | \$ 4,128.33 | \$ 1,000.00 |
| Net Income (Loss) | \$ (27,702.59) | \$ - | \$ (27,702.59) | \$ - |

Myrtle Creek Improvement District
Budget to Actual
For the Month Ending 09/30/2019

| | Oct-18 | Nov-18 | Dec-18 | Jan-19 | Feb-19 | Mar-19 | Apr-19 | May-19 | Jun-19 | Jul-19 | Aug-19 | Sep-19 | YTD Actual |
|--|---------------------|---------------------|----------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|----------------------|
| Revenues | | | | | | | | | | | | | |
| On-Roll Assessments | \$ - | \$ 8,022.68 | \$ 288,399.36 | \$ 75,733.53 | \$ 85,542.34 | \$ 17,236.55 | \$ 5,891.25 | \$ 7,872.02 | \$ 2,365.74 | \$ 1,776.29 | \$ 1,354.04 | \$ - | \$ 494,193.80 |
| Developer Contributions | 3,163.00 | - | 16,636.00 | - | 3,163.00 | 3,689.50 | 8,168.00 | 3,739.50 | 8,391.64 | 13,270.00 | 6,523.50 | 9,534.30 | 76,278.44 |
| Other Income & Other Financing Sources | - | - | 1.32 | - | - | - | - | - | - | - | - | - | 1.32 |
| Money Market Reserve | 19,962.67 | 1,072.18 | - | - | - | - | - | - | - | - | - | 79,107.38 | 100,142.23 |
| Net Revenues | \$ 23,125.67 | \$ 9,094.86 | \$ 305,036.68 | \$ 75,733.53 | \$ 88,705.34 | \$ 20,926.05 | \$ 14,059.25 | \$ 11,611.52 | \$ 10,757.38 | \$ 15,046.29 | \$ 7,877.54 | \$ 88,641.68 | \$ 670,615.79 |
| General & Administrative Expenses | | | | | | | | | | | | | |
| Legislative | | | | | | | | | | | | | |
| Supervisor Fees | \$ 800.00 | \$ 800.00 | \$ 800.00 | \$ 800.00 | \$ 1,000.00 | \$ 1,000.00 | \$ 1,000.00 | \$ 800.00 | \$ - | \$ 600.00 | \$ 1,400.00 | \$ - | \$ 9,000.00 |
| Financial & Administrative | | | | | | | | | | | | | |
| Public Officials' Liability Insurance | 3,250.00 | - | - | - | - | - | - | - | - | - | - | - | 3,250.00 |
| Trustee Services | - | 8,072.63 | - | - | - | - | - | - | - | - | - | - | 8,072.63 |
| Management | 3,333.33 | 3,333.33 | 3,333.33 | 3,333.33 | 3,333.33 | 3,333.33 | 3,333.33 | 3,333.33 | 3,333.33 | 3,333.33 | 3,333.33 | 3,333.33 | 39,999.96 |
| Engineering | - | - | - | - | - | - | - | - | - | - | - | - | - |
| District Engineering | - | 458.50 | 971.50 | 593.50 | 706.00 | - | 595.50 | 3,060.00 | 646.78 | - | - | 4,379.20 | 11,410.98 |
| Wellspring Engineering | - | - | - | - | - | - | 3,122.50 | 2,760.00 | - | - | - | - | 5,882.50 |
| Dissemination Agent | - | - | - | 250.00 | 1,250.00 | - | (1,250.00) | - | 1,500.00 | - | - | - | 1,750.00 |
| Property Appraiser | - | 1,432.00 | - | - | - | - | - | - | - | - | - | - | 1,432.00 |
| District Counsel | - | - | 2,565.10 | 2,376.50 | 2,514.89 | 2,289.13 | 1,631.49 | 5,104.88 | - | 2,890.61 | 3,888.00 | 8,052.61 | 31,313.21 |
| Assessment Administration | 7,500.00 | - | - | - | - | - | - | - | - | - | - | - | 7,500.00 |
| Audit | - | - | - | - | 2,023.00 | 1,900.00 | - | - | - | - | - | - | 3,923.00 |
| Arbitrage Calculation | - | - | - | - | - | - | - | - | - | - | - | - | - |
| Travel and Per Diem | - | 9.31 | 32.29 | 9.22 | 14.44 | 4.64 | - | 9.80 | - | - | - | 149.86 | 229.56 |
| Telephone | - | 11.88 | 28.05 | 22.11 | 23.98 | - | 24.75 | 31.79 | 38.06 | 63.91 | - | 85.14 | 329.67 |
| Postage & Shipping | - | 31.37 | 13.17 | 12.59 | 4.93 | 28.18 | - | - | - | - | 865.42 | 21.35 | 977.01 |
| Copies | - | 54.00 | 142.50 | 58.50 | 136.50 | - | - | - | - | - | 1,240.80 | 180.00 | 1,812.30 |
| Legal Advertising | 256.92 | - | - | 196.25 | 196.25 | 781.92 | 1,462.61 | 196.25 | - | 196.25 | 2,654.17 | 196.25 | 6,136.87 |
| Bank Fees | - | - | - | - | - | - | - | - | - | - | - | - | - |
| Miscellaneous | - | - | - | - | - | - | - | - | - | - | - | - | - |
| Property Taxes | - | 123.22 | - | - | - | - | - | - | - | - | 146.12 | - | 146.12 |
| Web Site Maintenance | 105.00 | 105.00 | 105.00 | 124.99 | 105.00 | 105.00 | 105.00 | 105.00 | 105.00 | 105.00 | 105.00 | 105.00 | 1,279.99 |
| Holiday Decorations | - | - | 1,246.00 | - | - | - | - | - | - | - | - | - | 1,246.00 |
| Dues, Licenses, and Fees | 175.00 | - | - | - | - | - | - | - | - | - | - | - | 175.00 |
| Total General & Administrative Expenses | \$ 15,420.25 | \$ 14,431.24 | \$ 9,236.94 | \$ 7,776.99 | \$ 11,308.32 | \$ 9,442.20 | \$ 10,025.18 | \$ 15,401.05 | \$ 5,623.17 | \$ 7,189.10 | \$ 13,632.84 | \$ 16,502.74 | \$ 135,990.02 |

Myrtle Creek Improvement District
Budget to Actual
For the Month Ending 09/30/2019

| | Oct-18 | Nov-18 | Dec-18 | Jan-19 | Feb-19 | Mar-19 | Apr-19 | May-19 | Jun-19 | Jul-19 | Aug-19 | Sep-19 | YTD Actual |
|---|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|------------|
| Field Operations | | | | | | | | | | | | | |
| Electric Utility Services | | | | | | | | | | | | | |
| Electric | \$ - | \$ 78.69 | \$ 79.60 | \$ 79.93 | \$ 79.41 | \$ 78.37 | \$ 79.83 | \$ 78.69 | \$ 78.06 | \$ 76.41 | \$ 77.45 | \$ 166.59 | \$ 953.03 |
| Entry Lighting | - | 15.67 | 16.09 | 17.44 | 17.55 | 17.13 | 17.74 | 17.33 | 17.44 | 15.99 | 15.88 | - | 168.26 |
| Water-Sewer Combination Services | | | | | | | | | | | | | |
| Water Reclaimed | - | 4,158.99 | 3,063.44 | 3,021.66 | 2,851.94 | 1,499.46 | 1,240.33 | 2,735.34 | 2,700.00 | 1,401.82 | 1,012.39 | 2,297.89 | 25,983.26 |
| Stormwater Control | | | | | | | | | | | | | |
| Aquatic Contract | - | 650.00 | - | - | 225.00 | 325.00 | 325.00 | 325.00 | 325.00 | 325.00 | 325.00 | 325.00 | 3,150.00 |
| Lake/Pond Repair Reserve | - | - | - | - | - | - | - | - | - | - | - | - | - |
| Other Physical Environment | | | | | | | | | | | | | |
| General Liability Insurance | 3,723.00 | - | - | - | - | - | - | - | - | - | - | - | 3,723.00 |
| Property & Casualty Insurance | - | - | - | - | - | - | - | - | - | - | - | - | - |
| Auto Insurance | - | - | - | - | - | - | - | - | - | - | - | - | - |
| Irrigation | | | | | | | | | | | | | |
| District Irrigation | 329.25 | 1,287.27 | - | 4,498.16 | 77.50 | 764.00 | 3,124.50 | 4,825.63 | 5,541.30 | - | 2,333.54 | 3,902.09 | 26,683.24 |
| Reserve Irrigation (Controller Replacement) | - | - | - | - | - | 16,645.80 | 11,097.20 | - | - | - | - | - | 27,743.00 |
| Wellspring Irrigation | - | - | - | - | 526.50 | - | 2,459.00 | 1,419.00 | 249.00 | - | - | 11,097.20 | 15,750.70 |
| Landscaping Maintenance & Material | | | | | | | | | | | | | |
| District Landscaping | 15,207.00 | 15,207.00 | 15,207.00 | 15,207.00 | 15,207.00 | 15,207.00 | 15,246.49 | 15,207.00 | 15,207.00 | 15,207.00 | 15,207.00 | 15,206.92 | 182,523.41 |
| Gateway Road Landscaping | - | - | - | - | - | - | - | 2,758.05 | 39.49 | 39.49 | 39.49 | 39.49 | 2,916.01 |
| Wellspring Landscaping | 3,163.00 | 3,163.00 | 3,163.00 | 3,163.00 | 3,163.00 | 3,163.00 | 3,163.00 | 5,631.64 | 3,163.00 | 3,163.00 | 3,163.00 | 3,163.00 | 40,424.64 |
| Tree Trimming | - | - | - | - | - | - | - | - | - | - | - | - | - |
| Flower & Plant Replacement | | | | | | | | | | | | | |
| District Flower & Plant Replacement | - | 7,639.10 | 4,311.00 | - | 6,465.90 | - | - | 9,662.70 | - | - | 1,781.00 | 6,665.00 | 36,524.70 |
| Wellspring Flower & Plant Replacement | - | 10,310.00 | - | - | - | - | - | 6,349.00 | 2,090.00 | - | 197.50 | - | 18,946.50 |
| Contingency | - | - | - | - | 2,950.00 | - | - | 1,405.00 | - | - | - | 9,877.70 | 14,232.70 |
| Hurricane Cleanup | - | - | - | - | - | - | - | - | - | - | - | - | - |

Myrtle Creek Improvement District
Budget to Actual
For the Month Ending 09/30/2019

| | Oct-18 | Nov-18 | Dec-18 | Jan-19 | Feb-19 | Mar-19 | Apr-19 | May-19 | Jun-19 | Jul-19 | Aug-19 | Sep-19 | YTD Actual |
|---|-----------------------|-----------------------|----------------------|---------------------|---------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| Interchange Maintenance Expenses | | | | | | | | | | | | | |
| IME - Aquatics Maintenance | - | 526.05 | 263.03 | 263.03 | 263.03 | 263.03 | 263.03 | 263.03 | 263.03 | 263.03 | 263.03 | 263.03 | 3,156.35 |
| IME - Irrigation | - | - | 9.45 | 517.61 | 294.13 | - | 1,837.58 | - | 71.66 | 36.70 | 4,925.34 | 665.67 | 8,358.14 |
| IME - Landscaping | 6,435.14 | 6,435.14 | 6,435.14 | 6,435.14 | 6,435.14 | 7,728.53 | - | 6,435.14 | 6,435.14 | 12,870.27 | 12,461.09 | 9,204.87 | 87,310.74 |
| IME - Lighting | 86.00 | 229.66 | 175.63 | 92.45 | 661.73 | 358.23 | 69.55 | 60.95 | 63.08 | 59.58 | 65.85 | 12,112.67 | 14,035.38 |
| IME - Miscellaneous | - | - | 1,107.54 | 228.38 | - | - | - | 1,041.08 | - | 98.25 | - | 881.02 | 3,356.27 |
| IME - Water Reclaimed | - | 83.46 | 124.32 | 81.29 | 96.94 | 27.39 | 73.46 | 78.03 | 84.11 | 57.60 | 58.03 | 179.97 | 944.60 |
| New Operational Field Expenses | | | | | | | | | | | | | |
| Trail Benches | - | - | - | - | - | - | - | - | - | - | - | - | - |
| Crosswalk Improvements | - | - | - | - | - | - | - | - | - | - | - | - | - |
| Road & Street Facilities | | | | | | | | | | | | | |
| Entry and Wall Maintenance | - | - | - | - | - | - | - | 5,000.00 | 417.00 | 700.00 | (417.00) | 485.00 | 6,185.00 |
| Streetlights | - | 1,114.76 | 1,114.76 | 1,048.57 | 1,129.82 | 1,211.07 | 1,129.82 | 1,129.82 | 1,129.82 | 1,129.82 | 1,129.82 | 2,259.64 | 13,527.72 |
| Parks & Recreation | | | | | | | | | | | | | |
| Personnel Leasing Agreement | - | - | - | - | - | - | - | - | - | - | - | 18,333.37 | 18,333.37 |
| Contingency | | | | | | | | | | | | | |
| Infrastructure Capital Reserve | - | - | - | - | - | - | - | - | - | - | - | 10,166.67 | 10,166.67 |
| Interchange Maintenance Reserve | - | - | - | - | - | - | - | - | - | - | - | 2,360.00 | 2,360.00 |
| Total Field Operations Expenses | \$ 28,943.39 | \$ 50,898.79 | \$ 35,070.00 | \$ 34,653.66 | \$ 40,444.59 | \$ 47,288.01 | \$ 40,126.53 | \$ 64,422.43 | \$ 37,874.13 | \$ 35,443.96 | \$ 42,638.41 | \$ 109,652.79 | \$ 567,456.69 |
| Total Expenses | \$ 44,363.64 | \$ 65,330.03 | \$ 44,306.94 | \$ 42,430.65 | \$ 51,752.91 | \$ 56,730.21 | \$ 50,151.71 | \$ 79,823.48 | \$ 43,497.30 | \$ 42,633.06 | \$ 56,271.25 | \$ 126,155.53 | \$ 703,446.71 |
| Income (Loss) from Operations | \$ (21,237.97) | \$ (56,235.17) | \$ 260,729.74 | \$ 33,302.88 | \$ 36,952.43 | \$ (35,804.16) | \$ (36,092.46) | \$ (68,211.96) | \$ (32,739.92) | \$ (27,586.77) | \$ (48,393.71) | \$ (37,513.85) | \$ (32,830.92) |
| Other Income (Expense) | | | | | | | | | | | | | |
| Interest Income | \$ 16.45 | \$ 16.58 | \$ 564.14 | \$ 19.62 | \$ 27.16 | \$ 3,328.44 | \$ 40.01 | \$ 37.21 | \$ 598.24 | \$ 161.67 | \$ 34.38 | \$ 284.43 | \$ 5,128.33 |
| Total Other Income (Expense) | \$ 16.45 | \$ 16.58 | \$ 564.14 | \$ 19.62 | \$ 27.16 | \$ 3,328.44 | \$ 40.01 | \$ 37.21 | \$ 598.24 | \$ 161.67 | \$ 34.38 | \$ 284.43 | \$ 5,128.33 |
| Net Income (Loss) | \$ (21,221.52) | \$ (56,218.59) | \$ 261,293.88 | \$ 33,322.50 | \$ 36,979.59 | \$ (32,475.72) | \$ (36,052.45) | \$ (68,174.75) | \$ (32,141.68) | \$ (27,425.10) | \$ (48,359.33) | \$ (37,229.42) | \$ (27,702.59) |

Myrtle Creek Improvement District

Statement of Activities

As of 10/31/2019

| | General Fund | Debt Service | Capital Projects Fund | General Long- Term Debt | Total |
|--|----------------------|-----------------------|--------------------------|----------------------------|-----------------------|
| <u>Revenues</u> | | | | | |
| Inter-Fund Transfers In | (\$756.25) | | | | (\$756.25) |
| Inter-Fund Transfers In | | | \$756.25 | | 756.25 |
| Total Revenues | <u>(\$756.25)</u> | <u>\$0.00</u> | <u>\$756.25</u> | <u>\$0.00</u> | <u>\$0.00</u> |
| <u>Expenses</u> | | | | | |
| Public Officials' Liability Insurance | \$3,331.00 | | | | \$3,331.00 |
| Assessment Administration | 7,500.00 | | | | 7,500.00 |
| Web Site Maintenance | 105.00 | | | | 105.00 |
| Dues, Licenses, and Fees | 175.00 | | | | 175.00 |
| Aquatic Contract | 325.00 | | | | 325.00 |
| General Liability Insurance | 3,816.00 | | | | 3,816.00 |
| Irrigation | 2,362.80 | | | | 2,362.80 |
| Landscaping Maintenance & Material | 19,845.50 | | | | 19,845.50 |
| IME - Aquatics Maintenance | 263.03 | | | | 263.03 |
| IME - Irrigation | 756.00 | | | | 756.00 |
| IME - Landscaping | 6,363.21 | | | | 6,363.21 |
| IME - Lighting | 51.98 | | | | 51.98 |
| Legal Advertising | | | \$94.16 | | 94.16 |
| Total Expenses | <u>\$44,894.52</u> | <u>\$0.00</u> | <u>\$94.16</u> | <u>\$0.00</u> | <u>\$44,988.68</u> |
| <u>Other Revenues (Expenses) & Gains (Losses)</u> | | | | | |
| Interest Income | \$28.18 | | | | \$28.18 |
| Total Other Revenues (Expenses) & Gains (Losses) | <u>\$28.18</u> | <u>\$0.00</u> | <u>\$0.00</u> | <u>\$0.00</u> | <u>\$28.18</u> |
| Change In Net Assets | (\$45,622.59) | \$0.00 | \$662.09 | \$0.00 | (\$44,960.50) |
| Net Assets At Beginning Of Year | <u>\$271,606.54</u> | <u>\$1,220,074.50</u> | <u>\$360,927.04</u> | <u>\$0.00</u> | <u>\$1,852,608.08</u> |
| Net Assets At End Of Year | <u>\$225,983.95</u> | <u>\$1,220,074.50</u> | <u>\$361,589.13</u> | <u>\$0.00</u> | <u>\$1,807,647.58</u> |

Myrtle Creek Improvement District
Statement of Financial Position
As of 10/31/2019

| | General Fund | Debt Service | Capital Projects Fund | General Long-Term Debt | Total |
|--|----------------------------|------------------------------|----------------------------|-------------------------------|-------------------------------|
| <u>Assets</u> | | | | | |
| <u>Current Assets</u> | | | | | |
| General Checking Account | \$169.16 | | | | \$169.16 |
| Money Market Account | 69,783.12 | | | | 69,783.12 |
| State Board of Administration | 3,952.76 | | | | 3,952.76 |
| Accounts Receivable - Due from Developer | 719.16 | | | | 719.16 |
| Deposits | 4,300.00 | | | | 4,300.00 |
| General Reserve | 155,738.61 | | | | 155,738.61 |
| Debt Service Reserve | | \$335,024.31 | | | 335,024.31 |
| Revenue | | 864,376.51 | | | 864,376.51 |
| Prepayment | | 20,673.68 | | | 20,673.68 |
| Acquisition/Construction | | | \$399,567.45 | | 399,567.45 |
| Total Current Assets | <u>\$234,662.81</u> | <u>\$1,220,074.50</u> | <u>\$399,567.45</u> | <u>\$0.00</u> | <u>\$1,854,304.76</u> |
| <u>Investments</u> | | | | | |
| Amount Available in Debt Service Funds | | | | \$1,220,074.50 | \$1,220,074.50 |
| Amount To Be Provided | | | | 16,794,925.50 | 16,794,925.50 |
| Total Investments | <u>\$0.00</u> | <u>\$0.00</u> | <u>\$0.00</u> | <u>\$18,015,000.00</u> | <u>\$18,015,000.00</u> |
| Total Assets | <u><u>\$234,662.81</u></u> | <u><u>\$1,220,074.50</u></u> | <u><u>\$399,567.45</u></u> | <u><u>\$18,015,000.00</u></u> | <u><u>\$19,869,304.76</u></u> |
| <u>Liabilities and Net Assets</u> | | | | | |
| <u>Current Liabilities</u> | | | | | |
| Accounts Payable | \$1,121.79 | | | | \$1,121.79 |
| Due To Other Governmental Units | 7,557.07 | | | | 7,557.07 |
| Accounts Payable | | | \$719.16 | | 719.16 |
| Retainage Payable | | | 36,540.00 | | 36,540.00 |
| Deferred Revenue | | | 719.16 | | 719.16 |
| Total Current Liabilities | <u>\$8,678.86</u> | <u>\$0.00</u> | <u>\$37,978.32</u> | <u>\$0.00</u> | <u>\$46,657.18</u> |
| <u>Long Term Liabilities</u> | | | | | |
| Revenue Bonds Payable - Long-Term | | | | \$18,015,000.00 | \$18,015,000.00 |
| Total Long Term Liabilities | <u>\$0.00</u> | <u>\$0.00</u> | <u>\$0.00</u> | <u>\$18,015,000.00</u> | <u>\$18,015,000.00</u> |
| Total Liabilities | <u><u>\$8,678.86</u></u> | <u><u>\$0.00</u></u> | <u><u>\$37,978.32</u></u> | <u><u>\$18,015,000.00</u></u> | <u><u>\$18,061,657.18</u></u> |
| <u>Net Assets</u> | | | | | |
| Net Assets, Unrestricted | \$271,606.54 | | | | \$271,606.54 |
| Current Year Net Assets, Unrestricted | (45,622.59) | | | | (45,622.59) |
| Net Assets, Unrestricted | | \$1,220,074.50 | | | 1,220,074.50 |
| Current Year Net Assets, Unrestricted | | 0.00 | | | 0.00 |
| Net Assets, Unrestricted | | | \$360,927.04 | | 360,927.04 |
| Current Year Net Assets, Unrestricted | | | 662.09 | | 662.09 |
| Total Net Assets | <u><u>\$225,983.95</u></u> | <u><u>\$1,220,074.50</u></u> | <u><u>\$361,589.13</u></u> | <u><u>\$0.00</u></u> | <u><u>\$1,807,647.58</u></u> |
| Total Liabilities and Net Assets | <u><u>\$234,662.81</u></u> | <u><u>\$1,220,074.50</u></u> | <u><u>\$399,567.45</u></u> | <u><u>\$18,015,000.00</u></u> | <u><u>\$19,869,304.76</u></u> |

Myrtle Creek Improvement District
 Budget to Actual
 For the Month Ending 10/31/2019

| | Actual | Budget | Variance | FY 2020 Adopted Budget |
|---|---------------------|---------------------|-----------------------|---------------------------|
| <u>Revenues</u> | | | | |
| On-Roll Assessments | \$ - | \$ 78,892.89 | \$ (78,892.89) | \$ 946,714.70 |
| Developer Contributions | - | 3,996.33 | (3,996.33) | 47,956.00 |
| Net Revenues | \$ - | \$ 82,889.22 | \$ (82,889.22) | \$ 994,670.70 |
| <u>General & Administrative Expenses</u> | | | | |
| Legislative | | | | |
| Supervisor Fees | \$ - | \$ 1,000.00 | \$ (1,000.00) | \$ 12,000.00 |
| Financial & Administrative | | | | |
| Public Officials' Liability Insurance | 3,331.00 | 297.92 | 3,033.08 | 3,575.00 |
| Trustee Services | - | 833.33 | (833.33) | 10,000.00 |
| Management | - | 3,333.33 | (3,333.33) | 40,000.00 |
| Engineering | | | | |
| District Engineering | - | 625.00 | (625.00) | 7,500.00 |
| Wellspring Engineering | - | - | - | - |
| Dissemination Agent | - | 583.33 | (583.33) | 7,000.00 |
| Property Appraiser | - | 166.67 | (166.67) | 2,000.00 |
| District Counsel | - | 2,083.33 | (2,083.33) | 25,000.00 |
| Assessment Administration | 7,500.00 | 625.00 | 6,875.00 | 7,500.00 |
| Reamortization Schedules | - | 20.83 | (20.83) | 250.00 |
| Audit | - | 333.33 | (333.33) | 4,000.00 |
| Arbitrage Calculation | - | 75.00 | (75.00) | 900.00 |
| Travel and Per Diem | - | 16.67 | (16.67) | 200.00 |
| Telephone | - | 41.67 | (41.67) | 500.00 |
| Postage & Shipping | - | 83.33 | (83.33) | 1,000.00 |
| Copies | - | 166.67 | (166.67) | 2,000.00 |
| Legal Advertising | - | 500.00 | (500.00) | 6,000.00 |
| Miscellaneous | - | 416.67 | (416.67) | 5,000.00 |
| Property Taxes | - | 12.50 | (12.50) | 150.00 |
| Web Site Maintenance | 105.00 | 225.00 | (120.00) | 2,700.00 |
| Holiday Decorations | - | 104.17 | (104.17) | 1,250.00 |
| Dues, Licenses, and Fees | 175.00 | 14.58 | 160.42 | 175.00 |
| Total General & Administrative Expenses | \$ 11,111.00 | \$ 11,558.33 | \$ (447.33) | \$ 138,700.00 |

Myrtle Creek Improvement District
 Budget to Actual
 For the Month Ending 10/31/2019

| | Actual | Budget | Variance | FY 2020 Adopted Budget |
|--|-----------|-----------|------------|---------------------------|
| <u>Field Operations</u> | | | | |
| Electric Utility Services | | | | |
| Electric | \$ - | \$ 83.33 | \$ (83.33) | \$ 1,000.00 |
| Entry Lighting | - | 41.67 | (41.67) | 500.00 |
| Water-Sewer Combination Services | | | | |
| Water Reclaimed | - | 2,083.33 | (2,083.33) | 25,000.00 |
| Stormwater Control | | | | |
| Aquatic Contract | 325.00 | 430.00 | (105.00) | 5,160.00 |
| Lake/Pond Repair Reserve | - | 416.67 | (416.67) | 5,000.00 |
| Other Physical Environment | | | | |
| General Liability Insurance | 3,816.00 | 354.17 | 3,461.83 | 4,250.00 |
| Property & Casualty Insurance | - | 125.00 | (125.00) | 1,500.00 |
| Auto Insurance | - | 62.50 | (62.50) | 750.00 |
| Irrigation Repairs | | | | |
| District Irrigation Repairs | 2,362.80 | 2,500.00 | (137.20) | 30,000.00 |
| Wellspring Irrigation Repairs | - | 416.67 | (416.67) | 5,000.00 |
| Landscaping Maintenance & Material | | | | |
| District Landscaping | 19,845.50 | 19,845.50 | - | 238,146.00 |
| Gateway Road Landscaping | - | 39.49 | (39.49) | 473.88 |
| Wellspring Landscaping | - | 3,163.00 | (3,163.00) | 37,956.00 |
| Other Landscape Maintenance | - | 5,317.88 | (5,317.88) | 63,814.60 |
| Tree Trimming | - | 3,333.33 | (3,333.33) | 40,000.00 |
| Flower & Plant Replacement | | | | |
| District Flower & Plant Replacement | - | 9,166.67 | (9,166.67) | 110,000.00 |
| Wellspring Flower & Plant Replacement | - | - | - | - |
| Contingency | - | 833.33 | (833.33) | 10,000.00 |
| Hurricane Cleanup | - | 2,500.00 | (2,500.00) | 30,000.00 |
| Wellspring Blvd./Performance Drive Expenses | | | | |
| WSPD - Lighting | - | - | - | - |
| WSPD - Miscellaneous | - | 416.67 | (416.67) | 5,000.00 |
| WSPD - Water Reclaimed | - | - | - | - |

Myrtle Creek Improvement District
 Budget to Actual
 For the Month Ending 10/31/2019

| | Actual | Budget | Variance | FY 2020 Adopted Budget |
|---|-----------------------|---------------------|-----------------------|---------------------------|
| Interchange Maintenance Expenses | | | | |
| IME - Aquatics Maintenance | 263.03 | 278.25 | (15.22) | 3,339.00 |
| IME - Irrigation Repairs | 756.00 | 787.50 | (31.50) | 9,450.00 |
| IME - Landscaping | 6,363.21 | 6,363.21 | - | 76,358.52 |
| IME - Lighting | 51.98 | 1,615.38 | (1,563.40) | 19,384.61 |
| IME - Miscellaneous | - | 121.14 | (121.14) | 1,453.73 |
| IME - Water Reclaimed | - | 242.31 | (242.31) | 2,907.69 |
| New Operational Field Expenses | | | | |
| Trail Repair | - | 4,166.67 | (4,166.67) | 50,000.00 |
| Crosswalk Improvements | - | 2,500.00 | (2,500.00) | 30,000.00 |
| Road & Street Facilities | | | | |
| Entry and Wall Maintenance | - | 833.33 | (833.33) | 10,000.00 |
| Streetlights | - | 1,250.00 | (1,250.00) | 15,000.00 |
| Parks & Recreation | | | | |
| Personnel Leasing Agreement | - | 1,666.67 | (1,666.67) | 20,000.00 |
| Reserves | | | | |
| Infrastructure Capital Reserve | - | 847.22 | (847.22) | 10,166.67 |
| Interchange Maintenance Reserve | - | 196.67 | (196.67) | 2,360.00 |
| Total Field Operations Expenses | \$ 33,783.52 | \$ 71,997.56 | \$ (38,214.04) | \$ 863,970.70 |
| Total Expenses | \$ 44,894.52 | \$ 83,555.89 | \$ (38,661.37) | \$ 1,002,670.70 |
| Income (Loss) from Operations | \$ (44,894.52) | \$ (666.67) | \$ (44,227.85) | \$ (8,000.00) |
| Other Income (Expense) | | | | |
| Interest Income | \$ 28.18 | \$ 666.67 | \$ (638.49) | \$ 8,000.00 |
| Total Other Income (Expense) | \$ 28.18 | \$ 666.67 | \$ (638.49) | \$ 8,000.00 |
| Net Income (Loss) | \$ (44,866.34) | \$ - | \$ (44,866.34) | \$ - |

Myrtle Creek Improvement District
FY 2020
Cash Flow Analysis

| | Beg. Cash | FY18 Inflows | FY18 Outflows | FY19 Inflows | FY19 Outflows | FY20 Inflows | FY20 Outflows | End. Cash |
|--------------|------------|--------------|---------------|--------------|----------------|--------------|---------------|-------------------------|
| 10/1/2018 | 3,335.47 | 245,865.06 | (240,227.53) | 23,126.74 | (30,098.67) | - | - | 2,001.07 |
| 11/1/2018 | 2,001.07 | 27,308.95 | (28,608.95) | 39,860.94 | (38,823.21) | - | - | 1,738.80 |
| 12/1/2018 | 1,738.80 | - | (8,159.89) | 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) | 27,950.50 | (37,128.30) | 168.96 |
| 11/1/2019 | 168.96 | - | - | - | - | 6,450.14 | (3,191.24) | 3,427.86 as of 11/14/19 |
| FY 19 Totals | | 273,174.01 | (276,996.37) | 2,257,199.45 | (2,240,218.80) | 34,400.64 | (47,466.54) | |

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

| | Amount |
|--|----------------------|
| Series 2016 Bond Issue | |
| Original Construction Fund | \$ 513,425.32 |
| Additions (Interest, Transfers from DSR, etc.) | 217,531.56 |
| Cumulative Draws Through Prior Month | (331,389.43) |
| | ===== |
| Construction Funds Available | \$ 399,567.45 |
| Requisitions This Month | |
| | ===== |
| Total Requisitions This Month | \$ - |
| | ===== |
| Funds Remaining | \$ 399,567.45 |
| Committed Funding | |
| Performance Drive Phase 3 - August bid and October NTP | \$ - |
| | ===== |
| Total Committed | \$ - |
| | ===== |
| Net Uncommitted | 399,567.45 |