

# Myrtle Creek Improvement District

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

[www.myrtlecreekid.org](http://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, October 20, 2020 at 5:00 p.m.** using telephonic conferencing due to the COVID-19 Executive Order 20-246. 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 Order 20-246**
- 2. **Consideration of the Minutes of the September 21, 2020 Board of Supervisors' Meeting**

### Business Matters

- 3. **Matters Pertaining to Local Alternative Mobility Network ("LAMN")**
  - a) **Presentation Regarding LAMN** *(provided under separate cover)*
  - b) **Presentation of Preliminary Operation and Maintenance Assessment Methodology Report**
  - c) **Interlocal Agreement Among the District, the Boggy Creek Improvement District, the Greenway Improvement District, the Myrtle Creek Improvement District and the Poitras East Community Development District Regarding Maintenance of the Greenlink Improvements within the Local Alternative Mobility Network Improvements**
- 4. **Consideration of FY 2020 Audit Engagement Letter** *(provided under separate cover)*
- 5. **Ratification of Operation and Maintenance Expenditures Paid in September 2020 in an amount totaling \$112,528.78**
- 6. **Recommendation of Work Authorization/Proposed Services** *(if applicable)*
- 7. **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
  - 5. Landscape Supervisor – Landscaping Update
- B. Supervisor Requests
  - 1. Guiding Principles Discussion

### Adjournment



# **MYRTLE CREEK IMPROVEMENT DISTRICT**

**Executive Order  
20-246**

# STATE OF FLORIDA

## OFFICE OF THE GOVERNOR

### EXECUTIVE ORDER NUMBER 20-246

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

WHEREAS, Executive Order 20-69, as extended by Executive Orders 20-112, 20-123, 20-139, 20-150 and amended by Executive Orders 20-179 and 20-193, expires on October 1, 2020, unless extended.

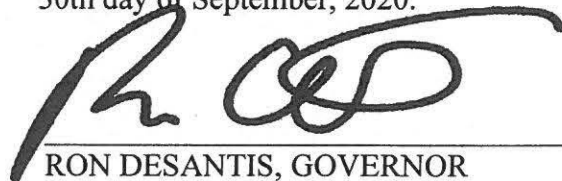
NOW, THEREFORE, I, RON DESANTIS, as Governor of Florida, by virtue of the authority vested in me by Article IV, Section (1)(a) of the Florida Constitution, Chapter 252, Florida Statutes, and all other applicable laws, promulgate the following Executive Order to take immediate effect:

Section 1. I hereby extend Executive Order 20-69, as extended by Executive Orders 20-112, 20-123, 20-139, 20-150 and amended by Executive Orders 20-179 and 20-193, subject to the condition of Section 2 below, until 12:01 a.m. November 1, 2020. This order supersedes Section 4 of Executive Order 20-69.

Section 2. This order shall not apply to election canvassing boards.



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 30th day of September, 2020.

  
RON DESANTIS, GOVERNOR

ATTEST:

  
SECRETARY OF STATE

OFFICE OF THE GOVERNOR  
TALLAHASSEE, FLORIDA

2020 SEP 30 PM 4:50

FILED

Notice of Meeting Schedule  
Myrtle Creek Improvement District

The Board of Supervisors of the Myrtle Creek Improvement District will hold its meetings for the Fiscal Year 2021 at the Courtyard Orlando Lake Nona, 6955 Lake Nona Blvd., Orlando, FL 32827 at 5:000 p.m. on the third Tuesday of each month unless otherwise noted below.

October 20, 2020  
November 10, 2020  
December 15, 2020  
January 19, 2021  
February 16, 2021  
March 16, 2021  
April 20, 2021  
May 18, 2021  
June 15, 2021  
July 20, 2021  
August 17, 2021  
September 21, 2021

*While it is necessary to hold the above referenced meeting of the District's Board of Supervisors utilizing communications media technology due to the current COVID-19 public health emergency, the District fully encourages public participation in a safe and efficient manner. Toward that end, anyone wishing to listen and participate in the meeting can do so telephonically at 1-844-621-3956; Access Code: 796 580 192#. Additionally, participants are encouraged to submit questions and comments to the District Manager in advance at (407) 723-5935 to facilitate the Board's consideration of such questions and comments during the meeting.*

The meeting is open to the public and will be conducted in accordance with the provisions of Florida law for Community Development Districts. A copy of the agenda for the meeting may be obtained from the District Manager's office, 12051 Corporate Blvd., Orlando, Florida 32817 or by calling (407) 723-5900. This meeting may be continued to a date, time, and place to be specified on the record at the meeting. There may be occasions when one or more Supervisors will participate by telephone.

Any person requiring special accommodations at this meeting because of a disability or physical impairment should contact the District Office at (407) 723-5900 at least 48 hours prior to the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1, or 1-800-955-8771 (TTY) / 1-800-955-8770 (Voice), for aid in contacting the District Office.

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

Jennifer Walden  
District Manager

**Run date: October 6, 2020**

# **MYRTLE CREEK IMPROVEMENT DISTRICT**

**Minutes of the September 21, 2020  
Board of Supervisors' Meeting**

# **MYRTLE CREEK IMPROVEMENT DISTRICT BOARD OF SUPERVISORS' MEETING MINUTES**

## **FIRST ORDER OF BUSINESS**

The Board of Supervisors' Meeting for the Myrtle Creek Improvement District was called to order on Monday, September 21, 2020, at 5:00 p.m. via telephonic conferencing due to the COVID-19 Executive Order 20-193.

Present via phone:

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.

## **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 Order 20-193**

Ms. Walden stated the Executive Order is included in the packet which states the District is able to hold their meetings via telephonic conferencing due to the COVID-19 situation. Also included is a proof of the ad that notes the Executive Order as well as the telephonic conferencing information so the public can join.

## **FOURTH ORDER OF BUSINESS**

### **Consideration of the Minutes of the August 17, 2020, Board of Supervisors' Meeting**

Board Members reviewed the minutes from the August 17, 2020, Board of Supervisors' Meeting.

On Motion by Mr. Da Silva, second by Mr. Shenai, with all in favor, the Board of Supervisors for the Myrtle Creek Improvement District approved the Minutes of the August 17, 2020, Board of Supervisors' Meeting.

## **FIFTH ORDER OF BUSINESS**

### **Consideration of Resolution 2020-13, Re-Setting the Location for the Annual Meeting Schedule.**

Ms. Walden noted the District needs to amend the location for the Annual Meeting Schedule as the previously approved location is not ready to open up for the District's use. The new location is the Courtyard Orlando Lake Nona, 6955 Lake Nona Blvd., Orlando, FL 32827.

Mr. Da Silva asked if there is a fee for moving the location to the Courtyard Orlando Lake Nona. Ms. Walden replied there is a minimal fee. The sister District's meet prior to this meeting and can split that cost as they have given the District a discount because they are affiliated with Tavistock. Ms. Mullins stated it is \$150.00 per meeting and the Districts would divide that cost by four. Ms. Walden requested a motion to approve Resolution 2020-13 as presented.

On Motion by Mr. Scholl, second by Mr. Lynaugh, with all in favor, the Board of Supervisors for the Myrtle Creek Improvement District approved Resolution 2020-13, Re-Setting the Location for the Annual Meeting Schedule to the Courtyard Orlando Lake Nona, 6955 Lake Nona Boulevard, Orlando, Florida 32827.

## **SIXTH ORDER OF BUSINESS**

### **Ratification of Operation and Maintenance Expenditures paid in August 2020 in an amount totaling \$69,541.06**

Board Members reviewed the Operation and Maintenance Expenditures paid in August 2020 in an amount totaling \$69,541.06

On Motion by Mr. Shenai, 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 August 2020 in an amount totaling \$69,541.06.

## **SEVENTH ORDER OF BUSINESS**

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

Mr. Newton noted there are no work authorizations for this District.

## **EIGHTH 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 August 31, 2020. Ms. Walden noted that the District has expenses of \$708,500.00 vs. an overall budget of just over \$1,000,000.00. The District is trending to come in under budget for this fiscal Year. While the end of the Fiscal Year is September 30, 2020, the District is still able to incur expenses up to 60 days for the prior fiscal Year. No action is required by the Board.

Mr. Shenai commented on District Irrigation Repairs as the District spent \$76,583.00 and the Budget is \$30,000.00. The District asked for reimbursement of \$37,500.00. Ms. Walden stated Felix received the email and they are reviewing it and will get back to the District. She has not heard anything back yet.

Mr. Da Silva noted the District should be showing they are incurring that expense and showing the recovery from the County as well. Ms. Mackie noted she will continue to press on the reimbursement.

Mr. Shenai stated on page 23 Payment Authorization number 455 dated August 07, 2020, there are charges that relate to Felix in the range of \$18,000.00 and he wondered if they could be connected. Ms. Walden will look into it further, but it may be what the District already sent. Mr. Scholl stated he thinks it is a payment to Cepura Landscape and it is defining the area where the controller is as being within the Felix construction area. Ms. Macke stated this needs to be confirmed by Mr. Thacker given the definition and main line repair item. Ms. Walden will follow up on this item.

## **NINTH ORDER OF BUSINESS**

### **Staff Reports**

District Counsel – No Report

District Manager – Ms. Walden noted the next meeting is scheduled for Tuesday, October 20, 2020, at 5:00 p.m. The Executive Orders expire at the end of September so the next meeting will take place at the Courtyard Orlando Lake Nona 6955 Lake Nona Boulevard, Orlando, FL 32827 if it is not extended.

District Engineer – No Report

Construction Supervisor – No Report

District Landscape Supervisor- No Report

## **TENTH ORDER OF BUSINESS**

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

Mr. Lynaugh asked about landscaping around the Lift Station that the District Deeded to the City of Orlando. Mr. Scholl stated City does not do any landscape maintenance at the Lift Station and it would be the responsibility of the District or Village Walk depending on where the Lift Station is located. Mr. Newton stated on the North side and the East side of that Lift Station tract is property that is owned by the Village Walk Association. The south side of the tract is property that was conveyed to the School Board. Anything located within the Lake Nona Boulevard right of way the District maintains, which is the west side of the Lift



Station tract. Mr. Lynaugh stated that most of the unmaintained landscape is in the Village Walk Association tract.

Ms. Walden requested a motion to adjourn.

On Motion by Mr. Shenai, second by Mr. Da Silva, with all in favor, the September 21, 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**

**Matters Pertaining to Local Alternative  
Mobility Network (“LAMN”)**

# **MYRTLE CREEK IMPROVEMENT DISTRICT**

## **Preliminary Operation and Maintenance Assessment Methodology Report**



# PRELIMINARY LOCAL ALTERNATIVE MOBILITY NETWORK OPERATION & MAINTENANCE ASSESSMENT METHODOLOGY REPORT

October 2020

Prepared for:

Members of the Boards of Supervisors of the  
Greenway Improvement District  
Boggy Creek Improvement District  
Myrtle Creek Improvement District  
Poitras East Community Development District

Prepared on October 16, 2020

PFM Financial Advisors LLC  
12051 Corporate Boulevard  
Orlando, FL 32817



---

## PRELIMINARY LOCAL ALTERNATIVE MOBILITY NETWORK OPERATION & MAINTENANCE ASSESSMENT METHODOLOGY REPORT

October 16, 2020

---

### 1.0 Introduction

#### 1.1 Background

The community development districts have been established by the City of Orlando for the purpose of planning, financing, constructing, installing, and/or acquiring certain improvements, facilities and services in conjunction with the development of lands located within the districts: Greenway Improvement District ("GID"), Boggy Creek Improvement District ("BCID"), Myrtle Creek Improvement District ("MCID") and the Poitras East CDD ("PECDD"), collectively, the ("Districts") each of which is associated with its greater Lake Nona development in Orlando, Florida. A brief description of each District is provided herein.

GID: The GID is a community development district created pursuant to Chapter 190, F.S. by the City of Orlando ("City") Ordinance No. 0302244701 effective on February 24, 2003, as amended. The GID encompasses approximately 1,206 acres. The GID is a mixed-use project with a projected buildout of over 7,000 residential units, 650,000 square feet of non-residential space, 350 hotel rooms, over 1,000 specialty care units and civic space.

BCID: The BCID is a community development district created pursuant to Chapter 190, F.S. by the City of Orlando Ordinance 011126701 as amended, effective October 24, 2016. The BCID encompasses approximately 1,126 acres within the City of Orlando. The BCID is primarily comprised of non-residential commercial uses with a projected buildout of 5.5 million square feet of retail, office, hospital, warehouse and research space along with 450 apartment units and over 2,000 hotel rooms.

MCID: The MCID is a community development district created pursuant to Chapter 190, F.S. by the City of Orlando Ordinance 0602131002 as amended, effective February 13, 2006. The MCID encompasses approximately 1,087 acres within the City of Orlando. The MCID is a mixed-use project with a projected buildout of over 1,700 residential units along with non-residential space totaling more than 250,000 square feet in space associated with the USTA, KPMG and future commercial users along Performance Drive.

PECDD: The PECDD is a community development district created pursuant to Chapter 190, F.S. by the City of Orlando Ordinance 2018-38, effective July 9, 2018. The PECDD encompasses approximately 1,061 acres within the City of Orlando. The PECDD is primarily a residential project with a projected buildout of over 2,200 residential units and over 100,000 square feet of non-residential space.



Tavistock Development, LLC (the “Developer”) is currently in the process of developing plans for a Local Alternative Mobility Network (“LAMN”), detailed in Section 1.3, that will benefit all districts, specifically GID, BCID, MCID and the PECDD and feature the GreenLink, located within the BCID and GID. The LAMN is a significant capital improvement comprising both transportation and regional amenity components, specifically as it relates to the GreenLink and GreenLink Bridge. The LAMN, inclusive of the GreenLink, will also include incremental annual operation and maintenance (“O&M”) expenses. The purpose of this report is to provide the methodology by which the allocation of the GreenLink O&M expense will be allocated among the Districts. LAMN O&M expenses not associated with the GreenLink elements, will be allocated to the respective Districts directly as detailed in the LAMN O&M budget.

Each of the Districts has approved a Master Assessment Methodology (“Master Report”) which allocates special assessments supporting District related bonds (“Debt Assessments”) that specially benefit from each District’s capital improvement plan (“CIP”) using an equivalent residential unit (“ERU”) methodology. Each District allocates Debt Assessments to benefitting property within its District. First, Debt Assessments are assigned to properties that have been the subject of a City of Orlando-approved Specific Parcel Master Plan (“SPMP”) based upon the development units (“Development Units”) outlined in that SPMP. Each type of Development Unit is assigned a specific ERU value. The remaining Debt Assessments are allocated on an equal per-acre basis over the remaining undeveloped properties in the Districts. The same ERU values that are utilized for the basis of assigning Debt Assessments are currently used by each of the Districts as the basis for allocating annual operations and maintenance assessments (“O&M Assessments”). This structure has served each District well and it is reasonable to continue the use this methodology as the foundation for the allocation of the LAMN O&M expenses among each of the Districts’ property owners with the exception of the allocation of the GreenLink O&M expense, as further detailed herein.

## 1.2 Local Alternative Mobility Network Overview

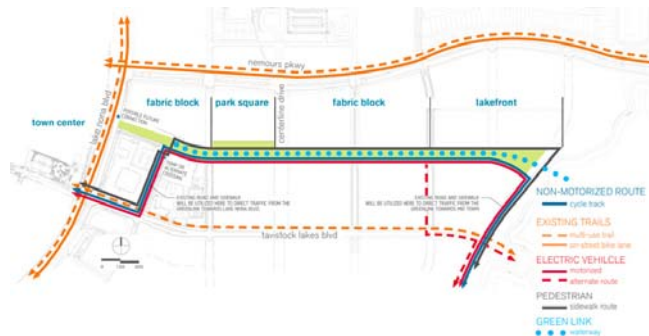
The LAMN is comprised of the following five primary components:

- Mobility Network Hub
  - Full-service hub facility for recreational and commuter users located in Lake Nona Town Center, connecting all modes of transportation and inclusive of restrooms with shower facilities, digital kiosks, seating, bike racks, storage and access to dedicated parking
  - This element will be owned, operated and maintained by the Developer or other third-party entity; accordingly, it does not comprise a part of the LAMN O&M budget
- Autonomous Vehicle Infrastructure
  - Infrastructure required for the safe and efficient operation of an AV fleet consisting of approximately 20 multi-passenger shuttles on the route network, including dedicated AV stops, shared ROW lanes, dedicated AV lanes and an AV system and its users will have access to the same services for the shared bicycle and electric assist programs to be offered in Lake Nona. This does not include the AV fleet of shuttles, which is not a part of the LAMN O&M budget
- Bicycle Transportation Network (BTN)
  - A bicycle network consisting of three multi-use trail network (MUT) provides commuter and recreational corridors for bicycle and pedestrian users alike. Second, a dedicated commuter way provides destination-oriented commuter paths for higher-speed travel.



Finally, enhanced and expanded on-street dedicated lanes support the travel of bicycle users throughout the community. The BTN is complemented by strategically located supported facilities, called “Recovery Zones,” that allow users to rehydrate, repair, and recover during their journey.

- GreenLink
  - A linear park connecting a dense mixed-use environment with Lake Nona Town Center, displacing a conventional automobile street with a dedicated bicycle commuter way, dedicated AV right of way, and pedestrian paths organized around an exposed stormwater conveyance waterway (see figure below).



- GreenLink Bridge
  - A dedicated bridge over the highly traveled six-lane Lake Nona Boulevard, providing AV, bicycle and pedestrian access to the Lake Nona Town Center and Hub.

### 1.3 Purpose

The GreenLink and GreenLink Bridge within the LAMN represent a combined transportation and regional amenity to the Districts. The GreenLink is a connective linear park and the GreenLink bridge provides alternative mobility options for residents within the Districts. The Districts currently provide for the O&M of certain capital improvements within their respective boundaries. These O&M expenses are funded via the collection of O&M Assessments, which are annual non-ad valorem special assessments. As O&M responsibilities vary over time, the respective District's O&M expenses and thereby the annual O&M Assessments may vary on an annual basis to meet the respective District's needs.

This LAMN Operation and Maintenance Expense Assessment Methodology Report (“LAMN O&M Methodology Report”) provides a methodology to allocate the GreenLink-specific annual O&M expenses associated with the LAMN (the “LAMN Greenlink O&M Expenses”) among the Districts. Further, allocation of the GreenLink-specific O&M expenses is consistent with the existing methodologies for each of the Districts as it pertains to the ERU values associated with each Districts’ residential development, non-residential development and vacant acres within the four Districts that receive a special benefit from operation and maintenance activities.



This LAMN O&M Methodology Report contains the recommended O&M assessment methodology ("O&M Methodology") to be used for allocating the GreenLink-specific annual O&M expenses. This report is designed to conform to the requirements of Chapters 190 and 170, F.S. with respect to special assessments and is consistent with PFM Financial Advisors LLC ("PFM FA" or "Assessment Consultant") understanding of Florida law on this subject. Table 1 summarizes the preliminary LAMN O&M Expenses at buildout. The estimated gross assessment is based on the preliminary LAMN O&M Budget, and it includes a 4% gross up for an allowance for early payment of assessments. Table 2 summarizes the anticipated budget from 2021 through 2025.

**Table 1. Estimated LAMN O&M Buildout Budget (Estimate at Completion & Stabilization)**

Project-Item	Annual O&M	Annual O&M (Gross**)
Recovery Zones & AV Stops*	\$427,800	
GreenLink	\$978,500	
GreenLink - RZ-5/AV-3	\$41,400	
GreenLink - AV-2	\$24,700	
GreenLink - AV-14	\$500	
GreenLink Bridge	\$87,400	
GreenLink Bridge West Approach	\$122,700	
GreenLink Bridge East Approach	\$122,700	
<b>Total - GreenLink</b>	<b>\$1,377,900</b>	<b>\$1,435,313</b>
<b>Total</b>	<b>\$1,805,700</b>	<b>\$1,880,938</b>

Source: Tavistock; \*Non-GreenLink LAMN O&M expenses will be District specific

\*\*includes a 4% gross up for an allowance for early payment of assessments

**Table 2. Preliminary LAMN O&M Greenlink Buildout Budget 2021 - 2025**

Fiscal Year	2021	2022	2023	2024	2025
Annual O&M GreenLink & GreenLink Bridge	\$0	\$0	\$688,950	\$1,033,425	\$1,377,900
Gross*	\$0	\$0	\$717,656	\$1,076,484	\$1,435,313

Source: Tavistock; \*includes a 4% gross up for an allowance for early payment of assessments

## 1.4 Requirements of a Valid Assessment Methodology

In PFM FA's experience, there are two primary requirements for special assessments to be valid under Florida law. First, the properties assessed must receive a special benefit from the improvements paid for via the assessments. Second, the assessments must be fairly and reasonably allocated to the properties being assessed. If these two characteristics of valid special assessments are adhered to, Florida law provides some latitude to legislative bodies, such as the District's Board of Supervisors, in approving special assessments. Indeed, Florida courts have found that the mathematical perfection of calculating special benefit is likely impossible. Our research suggests that only if the District's Board was to act in an arbitrary, capricious, or grossly unfair fashion would its assessment methods be overturned.





## 2.0 Assessment Methodology

### 2.1 Overview

This O&M Methodology provides guidance regarding the allocation of the LAMN Greenlink O&M Expenses to the GID, BCID, MCID and PECDD benefiting from the LAMN Greenlink activities as it relates to the transportation and amenity benefits realized by each District. As most of the Districts' existing annual O&M expenses relate to the O&M of capital improvements funded through the issuance of special assessment bonds, it is appropriate to use the ERU values assigned to land uses for purposes of allocating bond debt service assessments for capital improvements. These ERU units have been approved by each of the Districts' Boards as representative of the proportionate benefit conferred on properties due to the implementation of the Districts' CIPs. The ERU values assigned to properties within the Districts are found in each Districts' associated Master Methodologies. The ERU values have also been used by each of the Districts as the basis for allocating annual O&M expenses. This structure has served each District well and is reasonable to continue the use of these ERU values as the foundation for the allocation of the LAMN GreenLink O&M Expenses among each of the Districts' property owners.

It's important to note that each of the Districts is still in the development process, and includes vacant developable acres, and each of the Districts has yet to finalize its full set of land uses. As a result, O&M budget expenses are allocated to the platted development via ERU with the remainder of the budget allocated to the acreage on a per acre basis. As the developable vacant lands are platted and developed, the residential units, commercial square footage and/or other development on these lands will be assessed consistent with each Districts established ERU values.



## 2.2 Summary of Total Development within the Four Districts

The GID, BCID, MCID and PECDD have each established master methodologies detailing master development volumes. Table 3 summarizes the total development volume among all four Districts.

**Table 3. Summary of GID, BCID, MCID & PECDD Development Volumes**

<u>Residential</u>	<u>Greenway ID</u>	<u>Boggy Creek ID</u>	<u>Myrtle Creek ID</u>	<u>Poitras East CDD</u>	<u>TOTAL</u>
Single Family Residential (unit)	3,126		780	1,406	5,312
Townhome (unit)	771		649	525	1,945
Condominium (unit)	988				988
Apartment (unit)	2,313	450		306	3,069
<u>Non-Residential</u>					
Hotel (rms / keys)	346	2,250	250		2,846
Assisted Living Facility (beds)	1,171				1,171
Retail (Sq.Ft.)	170,099	955,373		55,000	1,180,472
Office (Sq.Ft.)	136,311	213,993	19,595	55,000	424,899
Medical Office (Sq.Ft.)	335,956	500,000			835,956
Medical Research/Campus (Sq.Ft.)		2,375,277			2,375,277
Civic Space (Sq. Ft.)	58,255				58,255
Hospital (Sq.Ft. or Beds)		1,420,000			1,420,000
					0
					0
Flex (Office/Warehouse) (Sq.Ft.)		100,000			100,000
					0
Tennis Stadium			4,500		4,500
USTA - tennis courts			102		102
					0

Source: PFM Financial Advisors LLC

## 2.3 Allocation of the LAMN GreenLink O&M Budget

The LAMN GreenLink is defined as a transportation and regional amenity to the GID, BCID, MCID and PECDD. The LAMN Greenlink O&M Expenses are associated with both the transportation-related activities of the bridge and road network as well as the linear park amenity activities. An analysis of the LAMN GreenLink O&M Expenses by the Districts' staff determined that approximately fifty percent (50%) of the LAMN GreenLink O&M Expenses are transportation related and fifty percent (50%) of are amenity related. Using this information, PFM Financial Advisors LLC ("Assessment Consultant") allocated the preliminary estimated LAMN GreenLink O&M Expenses as summarized in Table 4.



**Table 4. Allocation of Estimated O&M Expenses by Category**

Category of O&M	LAMN O&M	Description
Transportation - GreenLink	\$688,950	Allocate 50% of GreenLink among four Districts based on Total Trips
Amenity - GreenLink	\$688,950	Allocate 50% of GreenLink among four Districts based on ERUs
<b>TOTAL - GreenLink</b>	<b>\$1,377,900</b>	

Source: District Engineer, PFM Financial Advisors LLC, Developer

### Transportation

In the case of the LAMN GreenLink O&M Expenses related to transportation, the total budget is allocated across the four benefitting Districts via the percentage allocation of total trips based on the total development schedule as detailed in each of the Districts' Master Methodologies. Table 5 summarizes trip rates associated with planned development within each of the four Districts as provided by the Institute of Transportation Engineers ("ITE"), 10<sup>th</sup> Edition.

**Table 5. Summary of ITE Trip Rates**

<u>Residential</u>	ITE Code	ITE Rate	Description of ITE Unit (e.g. unit, hotel room, per 1,000 sqft, hospital bed, etc...)
Single Family Residential (unit)	210 - Single-Family Detached Housing	9.44	Dwelling unit
Townhome (unit)	230 - Residential Condominium/Townhouse	7.32	Dwelling unit
Condominium (unit)	230 - Residential Condominium/Townhouse	7.32	Dwelling unit
Apartment (unit)	220 - Apartment	7.32	Dwelling unit
<u>Non-Residential</u>			
Hotel (rms / keys)	310 – Hotel	8.36	Rooms
Assisted Living Facility (beds)	254 - Assisted Living	4.24	Beds
Retail (Sq.Ft.)	820 - Shopping Center	37.75	1,000 sq.ft.
Office (Sq.Ft.)	710 - General Office Building	9.74	1,000 sq.ft.
Medical Office (Sq.Ft.)	720 - Medical-Dental Office Building	34.8	1,000 sq.ft.
Medical Research/Campus (Sq.Ft.)	760 - Research and Development Center	11.26	1,000 sq.ft.
Civic Space (Sq. Ft.)	560 - Church	6.95	1,000 sq.ft.
Hospital (Sq.Ft. or Beds)	610 - Hospital	10.72	1,000 sq.ft.
	610 – Hospital	22.32	Beds
Flex (Office/Warehouse) (Sq.Ft.)	130 - Industrial Park	3.37	1,000 sq.ft.
	AVG	7.91	1,000 sq.ft.
	770 - Business Park	12.44	1,000 sq.ft.
Tennis Stadium*	465 - Ice Rink	1.26	Seats
USTA - tennis courts	490 - Tennis Courts	30.32	Court
	714 - Corporate Headquarters Building	12.44	1,000 sq.ft.

Source: Institute of Transportation Engineers, 10<sup>th</sup> Edition (the listed values are average daily trips (ADT) rather than peak hour trips)

\*Source: Institute of Transportation Engineers, 9<sup>th</sup> Edition (use was most applicable and removed from 10<sup>th</sup> Edition)



Based on the total development volumes and trip rates, the total trip rates were estimated. Table 6 summarizes the percentage allocation of total trips among the four Districts. Table 7 summarizes the allocation of the LAMN GreenLink O&M Expenses associated with transportation. While it is understood that the GreenLink capital improvement is related to alternative mobility activity; the use of ITE trips rates and the allocation of benefit via total trips for each District represented a reasonable allocation as each District is estimated to benefit directly from the GreenLink based on a capture of alternative mobility trips consistent with the allocation of total trips among the Districts.

**Table 6. Summary of Total Trip Rates and Allocation**

<u>Residential</u>	<u>Greeneway ID</u>	<u>Boggy Creek ID</u>	<u>Myrtle Creek ID</u>	<u>Poitras East CDD</u>	<u>TOTAL</u>
Single Family Residential (unit)	29,507	0	7,363	13,273	50,143
Townhome (unit)	5,641	0	4,751	3,843	14,235
Condominium (unit)	7,235	0	0	0	7,235
Apartment (unit)	16,934	3,294	0	2,240	22,468
<b>Non-Residential</b>					
Hotel (rms / keys)	2,894	18,810	2,090	0	23,794
Assisted Living Facility (beds)	4,964	0	0	0	4,964
Retail (Sq.Ft.)	6,421	36,065	0	2,076	44,563
Office (Sq.Ft.)	1,328	2,084	191	536	4,139
Medical Office (Sq.Ft.)	11,691	17,400	0	0	29,091
Medical Research/Campus (Sq.Ft.)	0	26,746	0	0	26,746
Civic Space (Sq. Ft.)	405	0	0	0	405
Hospital (Sq.Ft. or Beds)	0	15,222	0	0	15,222
Flex (Office/Warehouse) (Sq.Ft.)					
	0	791	0	0	791
Tennis Stadium	0	0	5,670	0	5,670
USTA - tennis courts	0	0	3,093	0	3,093
<b>TOTAL TRIPS</b>	<b>87,020</b>	<b>120,412</b>	<b>23,157</b>	<b>21,968</b>	<b>252,557</b>
<b>% of TOTAL TRIPS</b>	<b>34.5%</b>	<b>47.7%</b>	<b>9.2%</b>	<b>8.7%</b>	<b>100.0%</b>

Source: PFM Financial Advisors LLC

**Table 7. Transportation - Trip Allocation Among GID, BCID, MCID & PECDD**

<u>District</u>	<u>Transportation - Total Trips</u>	<u>% Trips</u>	<u>Trips Allocation</u>
Greeneway ID	87,020	34.5%	\$237,382
Boggy Creek ID	120,412	47.7%	\$328,472
Myrtle Creek ID	23,157	9.2%	\$63,171
Poitras East CDD	21,968	8.7%	\$59,925
<b>TOTAL</b>	<b>252,557</b>	<b>100.0%</b>	<b>\$688,950</b>

Source: PFM Financial Advisors LLC (via Master Methodologies)



## Amenity

In the case of the LAMN GreenLink O&M Expenses associated with the amenity function of GreenLink, the total budget is allocated across the four benefitting Districts based on the percentage allocation of total equivalent residential units ("ERUs") based on the total development schedule as detailed in each Districts' Master Methodologies. Table 8 summarizes the allocation of ERUs among the four Districts.

**Table 8. Amenity - ERU Allocation Among GID, BCID, MCID & PECDD**

District	Master - ERUs	Master ERU %	TOTAL
Greenway ID	4,568	32.2%	\$221,513
Boggy Creek ID	5,205	36.6%	\$252,403
Myrtle Creek ID	2,048	14.4%	\$99,289
Poitrass East CDD	2,387	16.8%	\$115,746
<b>TOTAL</b>	<b>14,207</b>	<b>100.0%</b>	<b>\$688,950</b>

Source: PFM Financial Advisors LLC (via Master Methodologies)

## TOTAL

The resulting allocation of LAMN GreenLink O&M Expenses are summarized in Table 9. It is important to note again that the expenses identified are preliminary in nature and are based off estimated operations and maintenance needs for the GreenLink. They are provided to illustrate how the percentage allocations described herein will be applied.

**Table 9. Summary of LAMN GreenLink O&M Allocation**

District	Transportation (trips)	Amenity (ERUs)		
Greenway ID	34.5%	32.2%		
Boggy Creek ID	47.7%	36.6%		
Myrtle Creek ID	9.2%	14.4%		
Poitrass East CDD	8.7%	16.8%		
<b>TOTAL</b>	<b>100.0%</b>	<b>100.0%</b>		
District	Transportation Allocation	Amenity Allocation	Total GreenLink Allocation	% Allocation of LAMN GreenLink O&M
Greenway ID	\$237,382	\$221,513	\$458,895	33.3%
Boggy Creek ID	\$328,472	\$252,403	\$580,875	42.2%
Myrtle Creek ID	\$63,171	\$99,289	\$162,460	11.8%
Poitrass East CDD	\$59,925	\$115,746	\$175,671	12.7%
<b>TOTAL</b>	<b>\$688,950</b>	<b>\$688,950</b>	<b>\$1,377,900</b>	<b>100.0%</b>

Source: PFM Financial Advisors LLC

# **MYRTLE CREEK IMPROVEMENT DISTRICT**

**Interlocal agreement Among the District, the Boggy Creek Improvement District, the Myrtle Creek Improvement District and the Poitras East Community Development District Regarding Maintenance of the Greenlink Improvements within the Local Alternative Mobility Network Improvements**

**INTERLOCAL AGREEMENT AMONG THE BOGGY CREEK IMPROVEMENT DISTRICT, THE MYRTLE CREEK IMPROVEMENT DISTRICT, THE GREENEWAY IMPROVEMENT DISTRICT, AND THE POITRAS EAST COMMUNITY DEVELOPMENT DISTRICT REGARDING MAINTENANCE OF THE GREENLINK IMPROVEMENTS WITHIN THE LOCAL ALTERNATIVE MOBILITY NETWORK**

**THIS AGREEMENT** is made among the Boggy Creek Improvement District (“**Boggy Creek**”), the Myrtle Creek Improvement District (“**Myrtle Creek**”), the Greenway Improvement District (“**Greeneway**”), and the Poitras East Community Development District (“**Poitras East**”), (collectively, the “**Districts**”), each of which is a special-purpose unit of local government located in the City of Orlando, Florida (this agreement is hereinafter referred to as the “**Agreement**”).

**RECITALS**

**WHEREAS**, the Districts are special-purpose units of local government located entirely within the City of Orlando, Florida, that have been established for the purpose of planning, financing, constructing, installing, and/or acquiring certain improvements, facilities and services in conjunction with the development of lands located within the Districts;

**WHEREAS**, the Districts are responsible for the maintenance of certain aspects of a Local Alternative Mobility Network, which is located throughout the boundaries of the Districts, as more particularly identified on the map attached hereto and made a part hereof as **Exhibit A** (the “**LAM Network**”);

**WHEREAS**, maintenance and enhancement of the LAM Network provides a benefit to the lands within the Districts;

**WHEREAS**, a component of the LAM Network consists of a connected multi-modal trail, bridge and linear park improvement, hereinafter referred to as the ‘**Greenlink**’ within the boundaries of Greeneway and Boggy Creek, the location of which is further identified on Exhibit A;

**WHEREAS**, as described in more detail in the *Preliminary Local Alternative Mobility Network Operation & Maintenance Assessment Methodology Report*, dated October 1, 2020 (“**LAMN Methodology**”) attached hereto as **Exhibit B**, all of the Districts benefit from the Greenlink from both a transportation and amenity perspective; accordingly, the Districts desire to share in the operation and maintenance cost associated with the Greenlink at the percentages described in the LAMN Methodology;

**WHEREAS**, the Districts find that it is mutually advantageous and cost-effective to designate one district as the entity to provide for the maintenance of the Greenlink;

**WHEREAS**, the District providing the maintenance will have the need for continued staffing and contractual arrangements to be in place to be able to respond to maintenance needs;

**WHEREAS**, the Districts wish to ensure the timely, efficient and cost-effective provision of maintenance services;

**WHEREAS**, the Districts find that designation of Boggy Creek as the entity for provision of the staffing and contract coordination for the maintenance of the Greenlink will provide the most efficient and cost-effective way to provide maintenance services;

**WHEREAS**, it is in the interest of each District to establish intergovernmental relations that encourage, promote and improve the coordination, overall effectiveness and efficiency of governmental activities and services within the boundaries of their respective districts;

**WHEREAS**, section 163.01, *Florida Statutes*, known as the “Florida Interlocal Cooperation Act of 1969,” permits local governmental units to make the most efficient use of their powers by enabling them to cooperate with other localities on a basis of mutual advantage and thereby to provide services and facilities in a manner and pursuant to forms of governmental organization that will accord best with geographic, economic, population, and other factors influencing the needs and development of local communities;

**WHEREAS**, the Districts find this Agreement to be necessary, proper and convenient to the exercise of their powers, duties and purposes authorized by law; and

**WHEREAS**, the Districts desire to exercise jointly their common powers and authority concerning the cost effective provision of maintenance services; the avoidance of inefficiencies caused by the unnecessary duplication of services; and the clarification of responsibilities, obligations, duties, powers, and liabilities of each of the governmental bodies.

**NOW, THEREFORE**, in consideration of the recitals, agreements and mutual covenants contained herein, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged by the Districts, the Districts agree as follows:

**SECTION 1. RECITALS AND AUTHORITY.** The foregoing recitals are true and correct and by this reference are incorporated as a material part of this Agreement. This Agreement is entered into pursuant to the provision of Florida law, including but not limited to Chapters 163, 189, and 190, *Florida Statutes*, and the Florida Constitution.

**SECTION 2. MAINTENANCE.** The parties acknowledge that it is in the best interest of the residents and property owners in each District for the Greenlink to be kept in a condition reflecting the quality of development within the Districts. Boggy Creek shall operate and maintain the Greenlink in substantial accordance with maintenance standards utilized by the Districts in existing maintenance agreements. The Districts agree that any or all of the operations and maintenance of the Greenlink shall be arranged by Boggy Creek.

**2.1 Contracts.** Boggy Creek shall comply with all applicable laws regarding the procurement of goods or services.



**2.2 Administration.** Boggy Creek shall be solely responsible for ensuring adequate administration and inspection of the Greenlink.

**2.3 Costs.** Consistent with the LAMN Methodology, the Financial Consultant for the Districts has calculated each District's percentage allocation of costs based on factors identified therein. The percentage allocation of costs for the operation and maintenance of the Greenlink is as follows:

Boggy Creek	____%
Greeneway	____%
Myrtle Creek	____%
Postras East	____%

The amounts to be paid by each District for the provision of maintenance services shall be based on these percentages.

**2.4 Budget.** Within seven (7) days after Boggy Creek annually approves its preliminary budget, Boggy Creek shall provide a copy of the preliminary budget to Myrtle Creek, Greeneway, and Postras East for review. In the event that the total funds budgeted for the use, operation, repair and maintenance of the Greenlink are not clearly identified in the preliminary budget, Boggy Creek shall send a letter accompanying the preliminary budget which sets forth the total amount budgeted for the use, operation, repair and maintenance of the Greenlink, inclusive of any amounts necessary for reserves. If Myrtle Creek, Greeneway and/or Postras East dispute the total amount budgeted by Boggy Creek, Myrtle Creek, Greeneway and/or Postras East shall notify Boggy Creek of its concerns. In such event, the Districts agree to cooperate in good faith toward refining the budgeted amount prior to Boggy Creek's adoption of its final budget. However, nothing herein shall operate to prevent Boggy Creek from adopting its final budget in a timely manner.

**2.5 Payment.** At the beginning of the Districts' fiscal year, Myrtle Creek, Greeneway and/or Postras East shall have the option of either reimbursing Boggy Creek at the beginning of each fiscal year by making a lump sum payment equal to each District's percentage share of the projected expenses for the use, operation, repair and maintenance of the Greenlink to Boggy Creek or by making monthly payments equal to each District's percentage share of the preceding month's actual expenses for the use, operation, repair and maintenance of the Greenlink to Boggy Creek. However, Boggy Creek may declare the option to reimburse by monthly payments no longer available should a District fail to make monthly payments in a timely manner.

If Myrtle Creek, Greeneway and/or Postras East opts to make a lump sum payment, on or before October 1 of each fiscal year, the respective District(s) shall make a lump sum payment equal to the percentage allocation identified in 2.3 herein of the projected expenses to be included in Boggy Creek's adopted final budget for the use, operation, repair and maintenance of the Greenlink to Boggy Creek. At the conclusion of each fiscal year, Greeneway shall compare the actual annual expenses for use, operation, repair and maintenance of the Greenlink with the amount previously paid by the respective Districts for that fiscal year. Based

on this comparison, Boggy Creek shall determine whether there has been an underpayment or an overpayment by any District for the prior fiscal year. If there has been an overpayment, the amount of the overpayment shall be paid to the respective District without interest. If there has been an underpayment, Boggy Creek shall provide the respective District with an invoice for the amount of the underpayment. The respective District shall pay such invoice within thirty (30) days of receipt. If such invoice is paid in full within this thirty-day period, no interest shall accrue on the underpayment.

If Myrtle Creek, Greenway and/or Poitras East opts to make monthly payments, upon receipt of invoice(s) for expenses incurred in connection with the use, operation, repair and maintenance of the Greenlink, Boggy Creek shall provide the respective District with an invoice requesting payment equal to the respective percentage share identified in 2.3 herein of the actual expenses for the use, operation, repair and maintenance of the Greenlink. The respective District shall pay such invoice within thirty (30) days of receipt.

**2.6 Unbudgeted Expenses.** It is contemplated by the parties that unusual, unbudgeted maintenance events may occur. In such event, the Districts agree to cooperate in good faith in arranging for the repair of the Greenlink and toward allocating cost among the Districts.

**2.7 Inspection of Records; Payment Disputes.** Upon request, Boggy Creek shall make available to Greenway, Myrtle Creek and Poitras East for review at a reasonable time and place, its books and records with respect to expenses associated with the use, operation, repair and maintenance of the Greenlink. In the event of a dispute between the parties relating to the reimbursement of these expenses, Greenway, Myrtle Creek and/or Poitras East shall pay the amount requested by Boggy Creek in the time frame set forth above. Greenway, Myrtle Creek and/or Poitras East shall give written notice accompanying the payment which states it disputes the amount of the payment. Payment in this manner shall not waive the right of Greenway, Myrtle Creek and/or Poitras East to dispute the correct amount of such required payment.

**SECTION 3. INSURANCE.** Boggy Creek shall require any contractor selected to provide services relative to the Greenlink to maintain liability and property insurance in amounts customary for the scope of such a maintenance project and shall name each other district as an additional insured.

**SECTION 4. LIABILITY LIMITATIONS.** Nothing in this Agreement shall be deemed as a waiver of immunity or limits of liability of any of the Districts, including their supervisors, officers, agents and employees and independent contractors, beyond any statutory limited waiver of immunity or limits of liability which may have been adopted by the Florida Legislature in section 768.28, *Florida Statutes*, or other statute, and nothing in this Agreement shall inure to the benefit of any third party for the purpose of allowing any claim which would otherwise be barred under the Doctrine of Sovereign Immunity or by operation of law.

**SECTION 5. DEFAULT.** A default by any District under this Agreement shall entitle the other Districts to all remedies available at law or in equity, which may include, but not be limited to, damages, injunctive relief and specific performance. Each of the parties hereto shall give the

other party written notice of any defaults hereunder and shall allow the defaulting party not less than five (5) days from the date of receipt of such notice to cure monetary defaults and fifteen (15) days to cure other defaults.

**SECTION 6. ENFORCEMENT.** In the event that any District seeks to enforce this Agreement by court proceedings or otherwise, then the prevailing party or parties shall be entitled to recover all fees and costs incurred, including reasonable attorneys' fees and costs for trial, alternative dispute resolution or appellate proceedings.

**SECTION 7. CONTROLLING LAW.** This Agreement shall be construed and governed in accordance with the laws of the State of Florida.

**SECTION 8. SEVERABILITY.** In the event any term or provision of this Agreement is determined by appropriate judicial authority to be illegal or otherwise invalid, such provision shall be construed or deleted as such authority determines, and the remainder of this Agreement shall be construed to be in full force and effect.

**SECTION 9. AMENDMENT.** This Agreement shall not be modified or amended except by written agreement duly executed by the parties hereto.

**SECTION 10. INTERPRETATION.** This Agreement has been negotiated fully between the parties as an arms length transaction. All Districts participated fully in the preparation of this Agreement. In the case of a dispute concerning the interpretation of any provision of this Agreement, all Districts are deemed to have drafted, chosen and selected the language, and the doubtful language will not be interpreted or construed against any party.

**SECTION 11. TIME OF THE ESSENCE.** The Districts each agree that time is of the essence of this Agreement.

**SECTION 12. NOTICE.** Each District shall furnish to the other such notice, as may be required from time to time, pursuant to this Agreement, in writing, posted in the U.S. mail or by hand delivery, or by overnight delivery service and addressed as follows:

To Boggy Creek:      Boggy Creek Improvement District  
                                 12051 Corporate Boulevard  
                                 Orlando, Florida 32817  
                                 Attn: District Manager

To Myrtle Creek:      Myrtle Creek Improvement District  
                                 12051 Corporate Boulevard  
                                 Orlando, Florida 32817  
                                 Attn: District Manager

To Greeneway:      Greeneway Improvement District  
                                 12051 Corporate Boulevard  
                                 Orlando, Florida 32817

Attn: District Manager

To Poitras East: Poitras East Community Development District  
12051 Corporate Boulevard  
Orlando, Florida 32817  
Attn: District Manager

Except as otherwise provided in this Agreement, any Notice shall be deemed received only upon actual delivery at the address set forth above. Notices delivered after 5:00 p.m. (at the place of delivery) or on a non-business day, shall be deemed received on the next business day. If any time for giving Notice contained in this Agreement would otherwise expire on a non-business day, the Notice period shall be extended to the next succeeding business day. Saturdays, Sundays, and legal holidays recognized by the United States government shall not be regarded as business days. Any party or other person to whom Notices are to be sent or copied may notify the other parties and addressees of any change in name or address to which Notices shall be sent by providing the same on five (5) days written notice to the parties and addressees set forth herein.

**SECTION 13. EFFECTIVE DATE.** This Agreement and the rights conferred herein shall become effective upon filing with the Clerk of the Circuit Court of Orange County, Florida, in accordance with the requirements of Section 163.01(11), *Florida Statutes*.

*[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK]*

IN WITNESS WHEREOF the undersigned set their hands as of the \_\_\_\_ day of October, 2020.

Attest:

**BOGGY CREEK IMPROVEMENT DISTRICT**

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

\_\_\_\_\_  
Richard Levey  
Chairman, Board of Supervisors

**STATE OF FLORIDA**  
**COUNTY OF \_\_\_\_\_**

The foregoing instrument was acknowledged before me by means of ☐ physical presence or ☐ online notarization, this \_\_\_\_ day of \_\_\_\_\_, 2020, by Richard Levey, as Chairman of the Board of Supervisors of Boggy Creek Improvement District, who appeared before me this day in person, and who is either personally known to me, or produced \_\_\_\_\_ as identification.

\_\_\_\_\_  
NOTARY PUBLIC, STATE OF FLORIDA

(NOTARY SEAL)

Name: \_\_\_\_\_  
(Name of Notary Public, Printed, Stamped or  
Typed as Commissioned)

Attest:

**MYRTLE CREEK IMPROVEMENT DISTRICT**

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

\_\_\_\_\_  
Bob da Silva  
Chairman, Board of Supervisors

**STATE OF FLORIDA**  
**COUNTY OF \_\_\_\_\_**

The foregoing instrument was acknowledged before me by means of ☐ physical presence or ☐ online notarization, this \_\_\_\_\_ day of \_\_\_\_\_, 2020, by Bob da Silva, as Chairman of the Board of Supervisors of Myrtle Creek Improvement District, who appeared before me this day in person, and who is either personally known to me, or produced \_\_\_\_\_ as identification.

\_\_\_\_\_  
NOTARY PUBLIC, STATE OF FLORIDA

(NOTARY SEAL)

Name: \_\_\_\_\_  
(Name of Notary Public, Printed, Stamped or  
Typed as Commissioned)

Attest:

**GREENEWAY IMPROVEMENT DISTRICT**

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

\_\_\_\_\_  
Richard Levey  
Chairman, Board of Supervisors

**STATE OF FLORIDA**  
**COUNTY OF \_\_\_\_\_**

The foregoing instrument was acknowledged before me by means of ☐ physical presence or ☐ online notarization, this \_\_\_\_\_ day of \_\_\_\_\_, 2020, by Richard Levey, as Chairman of the Board of Supervisors of Greenway Improvement District, who appeared before me this day in person, and who is either personally known to me, or produced \_\_\_\_\_ as identification.

\_\_\_\_\_  
NOTARY PUBLIC, STATE OF FLORIDA

(NOTARY SEAL)

Name: \_\_\_\_\_  
(Name of Notary Public, Printed, Stamped or  
Typed as Commissioned)

Attest:

**POITRAS EAST COMMUNITY DEVELOPMENT  
DISTRICT**

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

\_\_\_\_\_  
Richard Levey  
Chairman, Board of Supervisors

**STATE OF FLORIDA**  
**COUNTY OF \_\_\_\_\_**

The foregoing instrument was acknowledged before me by means of ☐ physical presence or ☐ online notarization, this \_\_\_\_\_ day of \_\_\_\_\_, 2020, by Richard Levey, as Chairman of the Board of Supervisors of Poitras East Community Development District, who appeared before me this day in person, and who is either personally known to me, or produced \_\_\_\_\_ as identification.

\_\_\_\_\_  
NOTARY PUBLIC, STATE OF FLORIDA

(NOTARY SEAL)

Name: \_\_\_\_\_  
(Name of Notary Public, Printed, Stamped or  
Typed as Commissioned)

**Exhibit A:** LAM Network Map  
**Exhibit B:** LAMN Methodology



# **MYRTLE CREEK IMPROVEMENT DISTRICT**

**FY 2020 Audit Engagement Letter**  
*(provided under separate cover)*

# **MYRTLE CREEK IMPROVEMENT DISTRICT**

**Operation and Maintenance Expenditures Paid in  
September 2020 in an amount totaling \$112,528.78**

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

The total items being presented:      **\$112,528.78**

Approval of Expenditures:

---

\_\_\_\_ Chairman

\_\_\_\_ Vice Chairman

\_\_\_\_ Assistant Secretary

**Myrtle Creek Improvement District**  
**AP Check Register (Current by Bank)**  
Check Dates: 9/1/2020 to 9/30/2020

Check No.	Date	Status*	Vendor ID	Payee Name	Amount
<b>BANK ID: SUN - CITY NATIONAL BANK</b>					<b>001-101-0000-00-01</b>
3797	09/01/20	P	CEPRA	Cepra Landscape	\$30,950.20
3798	09/08/20	P	AWC	Aquatic Weed Control, Inc.	\$325.00
3799	09/08/20	P	CEPRA	Cepra Landscape	\$5,466.80
3800	09/08/20	P	DONMC	Donald W. McIntosh Associates	\$562.50
3801	09/08/20	P	DWCOH	DWC Outdoors & Hauling LLC	\$5,350.00
3802	09/15/20	P	TRUSTE	US Bank as Trustee for Myrtle	\$3,907.29
3803	09/17/20	P	CEPRA	Cepra Landscape	\$723.00
3804	09/17/20	P	HGS	Hopping Green & Sams	\$1,293.00
3805	09/17/20	P	PFMGC	PFM Group Consulting	\$7,500.00
3806	09/17/20	P	VGLOBA	VGlobalTech	\$250.00
3807	09/21/20	P	EGIS	Egis Insurance Advisors LLC	\$7,505.00
3808	09/21/20	P	PFMGC	PFM Group Consulting	\$3,369.93
3809	09/21/20	P	TDM	Tavistock Development Mgmt Co	\$1,666.67
3810	09/25/20	P	CEPRA	Cepra Landscape	\$22,226.30
3811	09/25/20	P	JLYNAU	John Peter Lynaugh	\$200.00
3812	09/25/20	P	KSHENA	Kamalakar Shenai	\$200.00
3813	09/25/20	P	KSCHOL	Kyle Scholl	\$200.00
3814	09/25/20	P	LDASIL	Lionel R. Dasilva	\$200.00
3815	09/25/20	P	MLEED	Marsha Leed	\$200.00
<b>BANK SUN REGISTER TOTAL:</b>					<b>\$92,095.69</b>
<b>GRAND TOTAL :</b>					<b>\$92,095.69</b>

88,188.40	Checks 3797-3801, 3803-3815 cut
3,907.29	Check 3802 - Debt Service
2,560.88	PA 459 - OUC paid online
9,252.83	PA 460 - August ICM paid to Boggy Creek
12,526.67	FY 2020 reserve transfers
116,436.07	Total cash spent
112,528.78	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

### Payment Authorization #455

8/7/2020

Item No.	Payee	Invoice Number	General Fund
1	<b>Aquatic Weed Control</b> August Waterway Service	49896	\$ 325.00
2	<b>Boggy Creek Improvement District</b> July 2020 ICM Expenses	ICM2020-10	\$ 7,069.17
3	<b>Cepra Landscape</b> Felix Construction Area - Controller 4 Repairs Felix Construction Area - Clock 5 Repairs Felix Construction Area - Clock 6 Repairs Felix Construction Area - Clock 7 Repairs Felix Construction Area - POC #5 Mainline Repair August Landscaping - Section 1	15761 15762 15763 15764 15765 18137	\$ 1,309.72 \$ 733.18 \$ 1,212.59 \$ 1,503.71 \$ 10,139.60 \$ 17,137.50
4	<b>DWC Outdoors &amp; Hauling</b> Tree Pruning and Structural Integrity	689	\$ 17,770.00
5	<b>Hopping Green &amp; Sams</b> General Counsel Through 06/30/2020	116197	\$ 1,853.00
TOTAL			\$ 59,053.47




Secretary/Assistant Secretary

Chairperson

**RECEIVED**

By Amanda Lane at 4:29 pm, Aug 10, 2020



# MYRTLE CREEK IMPROVEMENT DISTRICT

## Funding Request #069

8/7/2020

Item No.	Payee	Invoice Number	General Fund
1	<b>Cepira Landscape</b>		
	Wellspring August Landscaping	18137	\$ 2,708.00
	Wellspring July M.I. and Repairs	18279	\$ 130.40
<b>TOTAL</b>			<b>\$ 2,838.40</b>

## Amanda Lane

---

**From:** Larry Kaufmann <lkaufmann@tavistock.com>  
**Sent:** Saturday, August 8, 2020 10:15 AM  
**To:** Amanda Lane; AccountsPayable; Damon Ventura  
**Cc:** Scott Thacker; Chris Wilson  
**Subject:** RE: Myrtle Creek - FR #69  
**Attachments:** MCID FR #069.pdf

**EXTERNAL EMAIL:** Use care with links and attachments.

MCID FR #069 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, August 7, 2020 11:24 AM  
**To:** AccountsPayable <accountspayable@tavistock.com>; Damon Ventura <dventura@tavistock.com>  
**Cc:** Larry Kaufmann <lkaufmann@tavistock.com>  
**Subject:** Myrtle Creek - FR #69

EXTERNAL E-MAIL

---

Please see attached for Myrtle Creek FR #69 for \$2,838.40.

Amanda Lane  
Assistant Chief District Accountant

---

PFM Group Consulting LLC  
[LaneA@pfm.com](mailto:LaneA@pfm.com) | web pfm.com  
phone 407.723.5900 (direct phone 407.723.5925) | fax 407.723.5901  
12051 Corporate Blvd. | Orlando, FL 32817

## MYRTLE CREEK IMPROVEMENT DISTRICT

### Payment Authorization #458

8/28/2020

Item No.	Payee	Invoice Number	General Fund
1	Cepira Landscape		
	Controllers 2, 4 Repairs	18491	\$ 674.00
	Plant Replacement	18516	\$ 10,430.70
TOTAL			\$ 11,104.70

Jennifer L. Walden

Secretary/Assistant Secretary

\_\_\_\_\_  
Chairperson

**RECEIVED**

By Amanda Lane at 11:01 am, Sep 01, 2020

*Jay L. Lane*  
9/1/20



## MYRTLE CREEK IMPROVEMENT DISTRICT

### Payment Authorization #459

9/4/2020

Item No.	Payee	Invoice Number	General Fund
1	<b>Aquatic Weed Control</b> September Waterway Service	50816	\$ 325.00
2	<b>Ceptra Landscape</b> Mainline Repairs Sod Replacement September Landscaping - Section 1	15765B 18853 19092	\$ 4,516.80 \$ 950.00 \$ 17,137.50
3	<b>Donald W McIntosh Associates</b> Engineering Services Through 08/14/2020	40166	\$ 562.50
4	<b>DWC Outdoors &amp; Hauling</b> Tree Pruning and Structural Integrity	723	\$ 5,350.00
5	<b>OUC</b> Acct: 4782400001 ; Service 08/03/2020 - 09/01/2020	--	\$ 2,560.88
TOTAL			\$ 31,402.68



Secretary/Assistant Secretary

\_\_\_\_\_  
Chairperson

 9/5/20

**RECEIVED**

By Amanda Lane at 8:33 am, Sep 08, 2020

## MYRTLE CREEK IMPROVEMENT DISTRICT

### Funding Request #070

9/4/2020

Item No.	Payee	Invoice Number	General Fund
1	<b>Boggy Creek Improvement District</b> Reimbursement for Construction-Related Legal Advertising on Req 169	OSC23756905	\$ 118.26
2	<b>Cepira Landscape</b> Wellspring A & B M.I. Repairs	18839	\$ 253.00
	Wellspring September Landscaping	19092	\$ 2,708.00
3	<b>Donald W McIntosh Associates</b> Wellspring Drive & Performance Drive Engineering Services Through 08/14/2020	40165	\$ 125.00
TOTAL			\$ 3,204.26

## Amanda Lane

---

**From:** Larry Kaufmann <lkaufmann@tavistock.com>  
**Sent:** Saturday, September 5, 2020 12:42 PM  
**To:** Amanda Lane; AccountsPayable; Damon Ventura  
**Subject:** RE: Myrtle Creek - FR #70  
**Attachments:** MCID FR #070.pdf

**EXTERNAL EMAIL:** Use care with links and attachments.

MCID Funding Req. #70 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, September 4, 2020 5:12 PM  
**To:** AccountsPayable <accountspayable@tavistock.com>; Damon Ventura <dventura@tavistock.com>  
**Cc:** Larry Kaufmann <lkaufmann@tavistock.com>  
**Subject:** Myrtle Creek - FR #70

EXTERNAL E-MAIL

---

Please see attached for Myrtle Creek FR #70 for \$3,204.26.

Amanda Lane  
Assistant Chief District Accountant

---

PFM Group Consulting LLC  
[LaneA@pfm.com](mailto:LaneA@pfm.com) | web pfm.com  
phone 407.723.5900 (direct phone 407.723.5925) | fax 407.723.5901  
12051 Corporate Blvd. | Orlando, FL 32817

## MYRTLE CREEK IMPROVEMENT DISTRICT

### Payment Authorization #460

9/11/2020

Item No.	Payee	Invoice Number	General Fund	Fiscal Year
1	<b>Boggy Creek Improvement District</b> August 2020 ICM Expenses	ICM2020-11	\$ 9,252.83	FY 2020
2	<b>Cepira Landscape</b> Controller 9 M.I. and Repairs	18839	\$ 592.60	FY 2020
3	<b>Hopping Green &amp; Sams</b> General Counsel Through 07/31/2020	116805	\$ 1,293.00	FY 2020
4	<b>PFM Group Consulting</b> FY 2021 Tax Roll Preparation and Submission	FY21-TR-0020	\$ 7,500.00	FY 2021
5	<b>VGlobalTech</b> ADA Website Maintenance: August	1852	\$ 125.00	FY 2020
	ADA Website Maintenance: September	1914	\$ 125.00	FY 2020
<b>TOTAL</b>			<b>\$ 18,888.43</b>	
			11,388.43	FY 2020
			7,500.00	FY 2021

*Jennifer L. Walden*

Secretary/Assistant Secretary

Chairperson

**RECEIVED**

By Amanda Lane at 4:50 pm, Sep 16, 2020

*Jan B. 9/14/20*

## MYRTLE CREEK IMPROVEMENT DISTRICT

Payment Authorization #461

9/18/2020

Item No.	Payee	Invoice Number	General Fund	Fiscal Year
1	<b>Egis Insurance &amp; Risk Advisors</b> FY 2021 Insurance	11658	\$ 7,505.00	FY 2021
2	<b>PFM Group Consulting</b> DM Fee: September 2020 Mar. FedEx Apr. FedEx Jul. Postage Aug. Reimbursables	DM-09-2020-0025 OE-EXP-00792 OE-EXP-00852 OE-EXP-01020 OE-EXP-01078	\$ 3,333.37 \$ 7.93 \$ 3.09 \$ 11.50 \$ 14.04	FY 2020 FY 2020 FY 2020 FY 2020 FY 2020
3	<b>Tavistock Development Management</b> September Irrigation Specialist Services	M2020.09	\$ 1,666.67	FY 2020

**TOTAL**

**\$ 12,541.60**

5,036.60

FY 2020

7,505.00

FY 2021

*Lynne Mallins*

Secretary/Assistant Secretary

Chairperson

**RECEIVED**

By Amanda Lane at 12:32 pm, Sep 19, 2020

*John*  
9/18/20

# MYRTLE CREEK IMPROVEMENT DISTRICT

## Payment Authorization #462

9/25/2020

Item No.	Payee	Invoice Number	General Fund	Fiscal Year				
1	<b>Cepira Landscape</b> September Irrigation Repairs	19376	\$ 2,380.80	FY 2020				
2	<b>Supervisor Fees - 09/21/2020 Meeting</b> Marsha Leed Kam Shenai John Lynaugh Kyle Scholl Bob daSilva	-- -- -- -- --	\$ 200.00 \$ 200.00 \$ 200.00 \$ 200.00 \$ 200.00	FY 2020 FY 2020 FY 2020 FY 2020 FY 2020				
TOTAL			\$ 3,380.80					
				<table><tr><td>3,380.80</td><td>FY 2020</td></tr><tr><td>-</td><td>FY 2021</td></tr></table>	3,380.80	FY 2020	-	FY 2021
3,380.80	FY 2020							
-	FY 2021							

*Jennifer L. Walden*

Secretary/Assistant Secretary

Chairperson

**RECEIVED**

By Amanda Lane at 3:56 pm, Sep 25, 2020

*Jay L. 9/25/20*

# **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 9/30/2020

	General Fund	Debt Service	Capital Projects Fund	General Long- Term Debt	Total
<b><u>Assets</u></b>					
<b><u>Current Assets</u></b>					
General Checking Account	\$268,964.15				\$268,964.15
Money Market Account	68,737.65				68,737.65
State Board of Administration	3,992.82				3,992.82
Accounts Receivable - Due from Developer	2,961.00				2,961.00
Assessments Receivable	4,074.13				4,074.13
Prepaid Expenses	15,005.00				15,005.00
Deposits	4,300.00				4,300.00
General Reserve	168,401.33				168,401.33
Assessments Receivable		\$2,848.15			2,848.15
Debt Service Reserve		335,026.97			335,026.97
Revenue		858,849.17			858,849.17
Prepayment		33.82			33.82
Sinking Fund A2 Bond		20,000.00			20,000.00
Accounts Receivable - Due from Developer			\$361.52		361.52
Acquisition/Construction			401,901.11		401,901.11
Total Current Assets	<u>\$536,436.08</u>	<u>\$1,216,758.11</u>	<u>\$402,262.63</u>	<u>\$0.00</u>	<u>\$2,155,456.82</u>
<b><u>Investments</u></b>					
Amount Available in Debt Service Funds				\$1,213,909.96	\$1,213,909.96
Amount To Be Provided				16,041,090.04	16,041,090.04
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>
<b>Total Assets</b>	<u><u>\$536,436.08</u></u>	<u><u>\$1,216,758.11</u></u>	<u><u>\$402,262.63</u></u>	<u><u>\$17,255,000.00</u></u>	<u><u>\$19,410,456.82</u></u>
<b><u>Liabilities and Net Assets</u></b>					
<b><u>Current Liabilities</u></b>					
Accounts Payable	\$6,727.10				\$6,727.10
Due To Other Governmental Units	6,841.22				6,841.22
Deferred Revenue	7,035.13				7,035.13
Deferred Revenue		\$2,848.15			2,848.15
Accounts Payable			\$361.52		361.52
Deferred Revenue			361.52		361.52
Total Current Liabilities	<u>\$20,603.45</u>	<u>\$2,848.15</u>	<u>\$723.04</u>	<u>\$0.00</u>	<u>\$24,174.64</u>
<b><u>Long Term Liabilities</u></b>					
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>
<b>Total Liabilities</b>	<u><u>\$20,603.45</u></u>	<u><u>\$2,848.15</u></u>	<u><u>\$723.04</u></u>	<u><u>\$17,255,000.00</u></u>	<u><u>\$17,279,174.64</u></u>
<b><u>Net Assets</u></b>					
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	243,826.69				243,826.69
Net Assets, Unrestricted		\$1,220,074.50			1,220,074.50
Current Year Net Assets, Unrestricted		(6,164.54)			(6,164.54)
Net Assets, Unrestricted			(\$417,951.06)		(417,951.06)
Net Assets, Unrestricted			816,043.10		816,043.10
Current Year Net Assets, Unrestricted			3,447.55		3,447.55
<b>Total Net Assets</b>	<u><u>\$515,832.63</u></u>	<u><u>\$1,213,909.96</u></u>	<u><u>\$401,539.59</u></u>	<u><u>\$0.00</u></u>	<u><u>\$2,131,282.18</u></u>
<b>Total Liabilities and Net Assets</b>	<u><u>\$536,436.08</u></u>	<u><u>\$1,216,758.11</u></u>	<u><u>\$402,262.63</u></u>	<u><u>\$17,255,000.00</u></u>	<u><u>\$19,410,456.82</u></u>

# Myrtle Creek Improvement District

## Statement of Activities

As of 9/30/2020

	General Fund	Debt Service	Capital Projects Fund	General Long- Term Debt	Total
<b><u>Revenues</u></b>					
On-Roll Assessments	\$942,640.57				\$942,640.57
Developer Contributions	63,123.60				63,123.60
Inter-Fund Transfers In	470.90				470.90
On-Roll Assessments		\$1,335,084.52			1,335,084.52
Other Assessments		19,671.84			19,671.84
Inter-Fund Group Transfers In		(1,946.31)			(1,946.31)
Developer Contributions			\$13,720.67		13,720.67
Inter-Fund Transfers In			1,475.41		1,475.41
Total Revenues	<u>\$1,006,235.07</u>	<u>\$1,352,810.05</u>	<u>\$15,196.08</u>	<u>\$0.00</u>	<u>\$2,374,241.20</u>
<b><u>Expenses</u></b>					
Supervisor Fees	\$10,000.00				\$10,000.00
Public Officials' Liability Insurance	3,331.00				3,331.00
Trustee Services	7,764.47				7,764.47
Management	40,000.00				40,000.00
Engineering	6,619.00				6,619.00
Dissemination Agent	1,500.00				1,500.00
Property Appraiser	1,443.00				1,443.00
District Counsel	19,581.37				19,581.37
Assessment Administration	7,500.00				7,500.00
Reamortization Schedules	250.00				250.00
Audit	4,000.00				4,000.00
Travel and Per Diem	61.24				61.24
Postage & Shipping	120.29				120.29
Legal Advertising	5,238.19				5,238.19
Miscellaneous	247.42				247.42
Property Taxes	123.22				123.22
Web Site Maintenance	3,830.00				3,830.00
Holiday Decorations	716.00				716.00
Dues, Licenses, and Fees	175.00				175.00
Electric	1,168.40				1,168.40
Entry Lighting	262.70				262.70
Water Reclaimed	17,910.34				17,910.34
Aquatic Contract	3,900.00				3,900.00
General Liability Insurance	3,816.00				3,816.00
Irrigation	98,141.46				98,141.46
Landscaping Maintenance & Material	242,002.69				242,002.69
Landscape Improvements	1,805.50				1,805.50
Tree Trimming	36,990.00				36,990.00
Flower & Plant Replacement	34,182.60				34,182.60
Contingency	3,505.91				3,505.91

**Myrtle Creek Improvement District**  
**Statement of Activities**  
**As of 9/30/2020**

	<b>General Fund</b>	<b>Debt Service</b>	<b>Capital Projects Fund</b>	<b>General Long- Term Debt</b>	<b>Total</b>
IME - Aquatics Maintenance	3,156.36				3,156.36
IME - Irrigation	5,881.26				5,881.26
IME - Landscaping	78,929.94				78,929.94
IME - Lighting	16,266.74				16,266.74
IME - Miscellaneous	3,540.61				3,540.61
IME - Water Reclaimed	481.88				481.88
Equipment Repair & Maintenance	66,980.00				66,980.00
Entry and Wall Maintenance	3,623.43				3,623.43
Streetlights	11,752.68				11,752.68
Personnel Leasing Agreement	20,000.04				20,000.04
Principal Payments		\$760,000.00			760,000.00
Interest Payments		606,750.00			606,750.00
Engineering			\$125.00		125.00
Legal Advertising			899.44		899.44
Contingency			13,057.75		13,057.75
Total Expenses	<u>\$766,798.74</u>	<u>\$1,366,750.00</u>	<u>\$14,082.19</u>	<u>\$0.00</u>	<u>\$2,147,630.93</u>
<b><u>Other Revenues (Expenses) &amp; Gains (Losses)</u></b>					
Interest Income	\$4,861.26				\$4,861.26
Interest Income		\$7,775.41			7,775.41
Interest Income			\$2,333.66		2,333.66
Total Other Revenues (Expenses) & Gains (Losses)	<u>\$4,861.26</u>	<u>\$7,775.41</u>	<u>\$2,333.66</u>	<u>\$0.00</u>	<u>\$14,970.33</u>
<b>Change In Net Assets</b>	<b>\$244,297.59</b>	<b>(\$6,164.54)</b>	<b>\$3,447.55</b>	<b>\$0.00</b>	<b>\$241,580.60</b>
<b>Net Assets At Beginning Of Year</b>	<u><b>\$271,535.04</b></u>	<u><b>\$1,220,074.50</b></u>	<u><b>\$398,092.04</b></u>	<u><b>\$0.00</b></u>	<u><b>\$1,889,701.58</b></u>
<b>Net Assets At End Of Year</b>	<u><u><b>\$515,832.63</b></u></u>	<u><u><b>\$1,213,909.96</b></u></u>	<u><u><b>\$401,539.59</b></u></u>	<u><u><b>\$0.00</b></u></u>	<u><u><b>\$2,131,282.18</b></u></u>

# Myrtle Creek Improvement District

Budget to Actual  
For the Month Ending 09/30/2020

	Actual	Budget	Variance	FY 2020 Adopted Budget
<b><u>Revenues</u></b>				
On-Roll Assessments	\$ 942,640.57	\$ 946,714.70	\$ (4,074.13)	\$ 946,714.70
Developer Contributions	63,123.60	47,956.00	15,167.60	47,956.00
<b>Net Revenues</b>	<b>\$ 1,005,764.17</b>	<b>\$ 994,670.70</b>	<b>\$ 11,093.47</b>	<b>\$ 994,670.70</b>
<b><u>General &amp; Administrative Expenses</u></b>				
<b>Legislative</b>				
Supervisor Fees	\$ 10,000.00	\$ 12,000.00	\$ (2,000.00)	\$ 12,000.00
<b>Financial &amp; Administrative</b>				
Public Officials' Liability Insurance	3,331.00	3,575.00	(244.00)	3,575.00
Trustee Services	7,764.47	10,000.00	(2,235.53)	10,000.00
Management	40,000.00	40,000.00	-	40,000.00
Engineering				
District Engineering	6,619.00	7,500.00	(881.00)	7,500.00
Wellspring Engineering	-	-	-	-
Dissemination Agent	1,500.00	7,000.00	(5,500.00)	7,000.00
Property Appraiser	1,443.00	2,000.00	(557.00)	2,000.00
District Counsel	19,581.37	25,000.00	(5,418.63)	25,000.00
Assessment Administration	7,500.00	7,500.00	-	7,500.00
Reamortization Schedules	250.00	250.00	-	250.00
Audit	4,000.00	4,000.00	-	4,000.00
Arbitrage Calculation	-	900.00	(900.00)	900.00
Travel and Per Diem	61.24	200.00	(138.76)	200.00
Telephone	-	500.00	(500.00)	500.00
Postage & Shipping	120.29	1,000.00	(879.71)	1,000.00
Copies	-	2,000.00	(2,000.00)	2,000.00
Legal Advertising	5,238.19	6,000.00	(761.81)	6,000.00
Miscellaneous	247.42	5,000.00	(4,752.58)	5,000.00
Property Taxes	123.22	150.00	(26.78)	150.00
Web Site Maintenance	3,830.00	2,700.00	1,130.00	2,700.00
Holiday Decorations	716.00	1,250.00	(534.00)	1,250.00
Dues, Licenses, and Fees	175.00	175.00	-	175.00
<b>Total General &amp; Administrative Expenses</b>	<b>\$ 112,500.20</b>	<b>\$ 138,700.00</b>	<b>\$ (26,199.80)</b>	<b>\$ 138,700.00</b>

# Myrtle Creek Improvement District

Budget to Actual  
For the Month Ending 09/30/2020

	Actual	Budget	Variance	FY 2020 Adopted Budget
<b><u>Field Operations</u></b>				
<b>Electric Utility Services</b>				
Electric	\$ 992.04	\$ 1,000.00	\$ (7.96)	\$ 1,000.00
Entry Lighting	262.70	500.00	(237.30)	500.00
<b>Water-Sewer Combination Services</b>				
Water Reclaimed	16,689.22	25,000.00	(8,310.78)	25,000.00
<b>Stormwater Control</b>				
Aquatic Contract	3,900.00	5,160.00	(1,260.00)	5,160.00
Lake/Pond Repair Reserve	-	5,000.00	(5,000.00)	5,000.00
<b>Other Physical Environment</b>				
General Liability Insurance	3,816.00	4,250.00	(434.00)	4,250.00
Property & Casualty Insurance	-	1,500.00	(1,500.00)	1,500.00
Auto Insurance	-	750.00	(750.00)	750.00
Irrigation Repairs				
District Irrigation Repairs	89,295.50	30,000.00	59,295.50	30,000.00
Wellspring Irrigation Repairs	8,845.96	5,000.00	3,845.96	5,000.00
Landscaping Maintenance & Material				
District Landscaping	205,650.00	238,146.00	(32,496.00)	238,146.00
Gateway Road Landscaping	434.39	473.88	(39.49)	473.88
Wellspring Landscaping	35,918.30	37,956.00	(2,037.70)	37,956.00
Other Landscape Maintenance	1,805.50	63,814.60	(62,009.10)	63,814.60
Tree Trimming	36,990.00	40,000.00	(3,010.00)	40,000.00
Flower & Plant Replacement				
District Flower & Plant Replacement	20,690.70	110,000.00	(89,309.30)	110,000.00
Wellspring Flower & Plant Replacement	13,491.90	-	13,491.90	-
Contingency	1,930.00	10,000.00	(8,070.00)	10,000.00
Hurricane Cleanup	-	30,000.00	(30,000.00)	30,000.00
<b>Wellspring Blvd./Performance Drive Expenses</b>				
WSPD - Lighting	176.36	-	176.36	-
WSPD - Miscellaneous	1,575.91	5,000.00	(3,424.09)	5,000.00
WSPD - Water Reclaimed	1,221.12	-	1,221.12	-

**Myrtle Creek Improvement District**

Budget to Actual  
For the Month Ending 09/30/2020

	Actual	Budget	Variance	FY 2020 Adopted Budget
<b>Interchange Maintenance Expenses</b>				
IME - Aquatics Maintenance	3,156.36	3,339.00	(182.64)	3,339.00
IME - Irrigation Repairs	5,881.26	9,450.00	(3,568.74)	9,450.00
IME - Landscaping	78,929.94	76,358.52	2,571.42	76,358.52
IME - Lighting	16,266.74	19,384.61	(3,117.87)	19,384.61
IME - Miscellaneous	3,540.61	1,453.73	2,086.88	1,453.73
IME - Water Reclaimed	481.88	2,907.69	(2,425.81)	2,907.69
<b>New Operational Field Expenses</b>				
Trail Repair	66,980.00	50,000.00	16,980.00	50,000.00
Crosswalk Improvements	-	30,000.00	(30,000.00)	30,000.00
<b>Road &amp; Street Facilities</b>				
Entry and Wall Maintenance	3,623.43	10,000.00	(6,376.57)	10,000.00
Streetlights	11,752.68	15,000.00	(3,247.32)	15,000.00
<b>Parks &amp; Recreation</b>				
Personnel Leasing Agreement	20,000.04	20,000.00	0.04	20,000.00
<b>Reserves</b>				
Infrastructure Capital Reserve	10,166.67	10,166.67	-	10,166.67
Interchange Maintenance Reserve	2,360.00	2,360.00	-	2,360.00
<b>Total Field Operations Expenses</b>	<b>\$ 666,825.21</b>	<b>\$ 863,970.70</b>	<b>\$ (197,145.49)</b>	<b>\$ 863,970.70</b>
<b>Total Expenses</b>	<b>\$ 779,325.41</b>	<b>\$ 1,002,670.70</b>	<b>\$ (223,345.29)</b>	<b>\$ 1,002,670.70</b>
<b>Income (Loss) from Operations</b>	<b>\$ 226,438.76</b>	<b>\$ (8,000.00)</b>	<b>\$ 234,438.76</b>	<b>\$ (8,000.00)</b>
<b>Other Income (Expense)</b>				
Interest Income	\$ 4,861.26	\$ 8,000.00	\$ (3,138.74)	\$ 8,000.00
<b>Total Other Income (Expense)</b>	<b>\$ 4,861.26</b>	<b>\$ 8,000.00</b>	<b>\$ (3,138.74)</b>	<b>\$ 8,000.00</b>
<b>Net Income (Loss)</b>	<b>\$ 231,300.02</b>	<b>\$ -</b>	<b>\$ 231,300.02</b>	<b>\$ -</b>

**Myrtle Creek Improvement District**  
Budget to Actual  
For the Month Ending 09/30/2020

	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	YTD Actual
<b>Revenues</b>													
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	\$ 10,505.85	\$ 5,618.30	\$ 2,758.76	\$ 942,640.57
Developer Contributions	-	-	15,483.40	3,742.26	-	24,965.70	3,344.80	2,708.00	6,179.08	2,856.91	834.61	3,008.84	63,123.60
<b>Net Revenues</b>	<b>\$ -</b>	<b>\$ 85,893.10</b>	<b>\$ 409,412.68</b>	<b>\$ 263,992.61</b>	<b>\$ 34,420.33</b>	<b>\$ 132,664.15</b>	<b>\$ 21,100.51</b>	<b>\$ 10,724.72</b>	<b>\$ 21,972.80</b>	<b>\$ 13,362.76</b>	<b>\$ 6,452.91</b>	<b>\$ 5,767.60</b>	<b>\$ 1,005,764.17</b>
<b>General &amp; Administrative Expenses</b>													
<b>Legislative</b>													
Supervisor Fees	\$ -	\$ 2,000.00	\$ 1,000.00	\$ 800.00	\$ 800.00	\$ -	\$ 800.00	\$ 1,000.00	\$ 1,000.00	\$ 800.00	\$ 800.00	\$ 1,000.00	\$ 10,000.00
<b>Financial &amp; Administrative</b>													
Public Officials' Liability Insurance	3,331.00	-	-	-	-	-	-	-	-	-	-	-	3,331.00
Trustee Services	-	7,764.47	-	-	-	-	-	-	-	-	-	-	7,764.47
Management	-	3,333.33	3,333.33	6,666.66	3,333.33	3,333.33	3,333.33	3,333.33	3,333.33	3,333.33	3,333.33	3,333.37	40,000.00
Engineering	-	-	-	-	-	-	-	-	-	-	-	-	-
District Engineering	-	-	-	-	3,056.50	375.00	687.50	625.00	625.00	375.00	312.50	562.50	6,619.00
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	1,503.00	1,853.00	2,209.50	19,581.37
Assessment Administration	7,500.00	-	-	-	-	-	-	-	-	-	-	-	7,500.00
Reamortization Schedules	-	-	-	-	-	-	-	-	-	250.00	-	-	250.00
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	-	16.40	-	36.56	120.29
Copies	-	-	-	-	-	-	-	-	-	-	-	-	-
Legal Advertising	-	200.00	448.75	866.26	181.25	196.25	-	1,065.01	166.25	692.50	1,086.92	335.00	5,238.19
Miscellaneous	-	-	-	-	-	-	-	2.39	38.79	3.24	199.73	3.27	247.42
Property Taxes	105.00	18.22	-	-	-	-	-	-	-	-	-	-	123.22
Web Site Maintenance	-	105.00	-	-	-	-	-	300.00	-	3,175.00	-	250.00	3,830.00
Holiday Decorations	-	716.00	-	-	-	-	-	-	-	-	-	-	716.00
Dues, Licenses, and Fees	175.00	-	-	-	-	-	-	-	-	-	-	-	175.00
<b>Total General &amp; Administrative Expenses</b>	<b>\$ 11,111.00</b>	<b>\$ 15,580.02</b>	<b>\$ 5,995.14</b>	<b>\$ 10,424.45</b>	<b>\$ 8,668.70</b>	<b>\$ 5,289.80</b>	<b>\$ 10,423.21</b>	<b>\$ 9,696.43</b>	<b>\$ 9,847.30</b>	<b>\$ 10,148.47</b>	<b>\$ 7,585.48</b>	<b>\$ 7,730.20</b>	<b>\$ 112,500.20</b>
<b>Field Operations</b>													
<b>Electric Utility Services</b>													
Electric	\$ -	\$ 89.88	\$ 90.62	\$ 91.13	\$ 90.83	\$ 90.09	\$ 91.03	\$ 88.52	\$ 92.20	\$ 88.72	\$ 90.40	\$ 88.62	\$ 992.04
Entry Lighting	-	48.97	21.63	21.38	21.63	21.15	21.50	20.77	21.63	21.15	21.63	21.26	262.70
<b>Water-Sewer Combination Services</b>													
Water Reclaimed	-	2,003.82	1,427.45	1,626.20	322.23	1,070.75	2,143.78	2,376.45	2,495.17	716.62	1,308.23	1,198.52	16,689.22
<b>Stormwater Control</b>													
Aquatic Contract	325.00	325.00	325.00	325.00	325.00	325.00	325.00	325.00	325.00	325.00	325.00	325.00	3,900.00
Lake/Pond Repair Reserve	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Other Physical Environment</b>													
General Liability Insurance	3,816.00	-	-	-	-	-	-	-	-	-	-	-	3,816.00
Property & Casualty Insurance	-	-	-	-	-	-	-	-	-	-	-	-	-
Auto Insurance	-	-	-	-	-	-	-	-	-	-	-	-	-
Irrigation	-	-	-	-	-	-	-	-	-	-	-	-	-
District Irrigation	2,362.80	2,130.00	1,635.00	5,940.68	3,014.10	20,175.20	4,152.80	5,720.00	11,801.32	4,078.00	15,572.80	12,712.80	89,295.50
Wellspring Irrigation	-	581.50	-	1,985.66	870.00	2,978.80	-	1,687.60	-	359.00	130.40	253.00	8,845.96
<b>Landscaping Maintenance &amp; Material</b>													
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	17,137.50	17,137.50	17,137.50	205,650.00
Gateway Road Landscaping	-	39.49	39.49	39.49	39.49	39.49	39.49	39.49	39.49	39.49	39.49	39.49	434.39
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	2,708.00	2,708.00	2,708.00	35,918.30
Other Landscape Maintenance	-	-	905.00	118.50	-	-	-	-	782.00	-	-	-	1,805.50
Tree Trimming	-	-	3,870.00	-	-	-	-	-	-	-	27,770.00	5,350.00	36,990.00
<b>Flower &amp; Plant Replacement</b>													
District Flower & Plant Replacement	-	-	6,690.00	-	-	-	-	-	-	2,620.00	10,430.70	950.00	20,690.70
Wellspring Flower & Plant Replacement	-	10,991.90	2,500.00	-	-	-	-	-	-	-	-	-	13,491.90

**Myrtle Creek Improvement District**  
**Budget to Actual**  
**For the Month Ending 09/30/2020**

	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	YTD Actual
Contingency	-	-	-	-	-	1,405.00	-	-	-	525.00	-	-	1,930.00
Hurricane Cleanup	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Wellspring Blvd./Performance Drive Expenses</b>													
WSPD - Lighting	-	-	-	-	-	-	-	48.26	32.26	31.74	32.15	31.95	176.36
WSPD - Miscellaneous	-	-	-	-	-	-	-	1,427.00	148.91	-	-	-	1,575.91
WSPD - Water Reclaimed	-	-	-	-	-	-	-	305.83	440.06	135.46	186.32	153.45	1,221.12
<b>Interchange Maintenance Expenses</b>													
IME - Aquatics Maintenance	263.03	263.03	263.03	263.03	263.03	263.03	263.03	263.03	263.03	263.03	263.03	263.03	3,156.36
IME - Irrigation	756.00	1,168.45	126.79	-	170.83	212.23	-	475.29	144.74	356.73	2,470.20	-	5,881.26
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	6,363.21	6,363.21	6,363.21	78,929.94
IME - Lighting	51.98	73.55	65.63	13,175.93	51.13	54.74	2,534.86	39.62	45.19	39.75	82.99	51.37	16,266.74
IME - Miscellaneous	-	2,356.20	992.25	-	-	96.08	-	-	-	-	-	96.08	3,540.61
IME - Water Reclaimed	-	63.47	42.60	118.79	(77.93)	35.65	91.72	65.52	73.15	6.96	33.91	28.04	481.88
<b>New Operational Field Expenses</b>													
Trail Repair	-	-	-	-	66,980.00	-	-	-	-	-	-	-	66,980.00
Crosswalk Improvements	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Road &amp; Street Facilities</b>													
Entry and Wall Maintenance	-	223.43	2,900.00	250.00	-	-	-	-	-	250.00	-	-	3,623.43
Streetslights	-	1,129.82	1,048.57	1,063.81	1,063.81	1,063.81	1,063.81	1,063.81	1,063.81	1,063.81	1,063.81	1,063.81	11,752.68
<b>Parks &amp; Recreation</b>													
Personnel Leasing Agreement	-	-	5,000.01	1,666.67	1,666.67	1,666.67	1,666.67	1,666.67	1,666.67	1,666.67	1,666.67	1,666.67	20,000.04
<b>Contingency</b>													
Infrastructure Capital Reserve	-	-	-	-	-	-	-	-	-	-	-	10,166.67	10,166.67
Interchange Maintenance Reserve	-	-	-	-	-	-	-	-	-	-	-	2,360.00	2,360.00
<b>Total Field Operations Expenses</b>	<b>\$ 33,783.52</b>	<b>\$ 47,697.22</b>	<b>\$ 54,450.40</b>	<b>\$ 35,954.98</b>	<b>\$ 123,644.63</b>	<b>\$ 55,706.40</b>	<b>\$ 32,239.19</b>	<b>\$ 48,184.78</b>	<b>\$ 45,643.34</b>	<b>\$ 38,795.84</b>	<b>\$ 87,696.44</b>	<b>\$ 63,028.47</b>	<b>\$ 666,825.21</b>
<b>Total Expenses</b>	<b>\$ 44,894.52</b>	<b>\$ 63,277.24</b>	<b>\$ 60,445.54</b>	<b>\$ 46,379.43</b>	<b>\$ 132,313.33</b>	<b>\$ 60,996.20</b>	<b>\$ 42,662.40</b>	<b>\$ 57,881.21</b>	<b>\$ 55,490.64</b>	<b>\$ 48,944.31</b>	<b>\$ 95,281.92</b>	<b>\$ 70,758.67</b>	<b>\$ 779,325.41</b>
<b>Income (Loss) from Operations</b>	<b>\$ (44,894.52)</b>	<b>\$ 22,615.86</b>	<b>\$ 348,967.14</b>	<b>\$ 217,613.18</b>	<b>\$ (97,893.00)</b>	<b>\$ 71,667.95</b>	<b>\$ (21,561.89)</b>	<b>\$ (47,156.49)</b>	<b>\$ (33,517.84)</b>	<b>\$ (35,581.55)</b>	<b>\$ (88,829.01)</b>	<b>\$ (64,991.07)</b>	<b>\$ 226,438.76</b>
<b>Other Income (Expense)</b>													
Interest Income	\$ 28.18	\$ 23.75	\$ 505.44	\$ 36.68	\$ 29.31	\$ 3,451.12	\$ 29.45	\$ 26.21	\$ 538.13	\$ 64.44	\$ 24.79	\$ 103.76	\$ 4,861.26
<b>Total Other Income (Expense)</b>	<b>\$ 28.18</b>	<b>\$ 23.75</b>	<b>\$ 505.44</b>	<b>\$ 36.68</b>	<b>\$ 29.31</b>	<b>\$ 3,451.12</b>	<b>\$ 29.45</b>	<b>\$ 26.21</b>	<b>\$ 538.13</b>	<b>\$ 64.44</b>	<b>\$ 24.79</b>	<b>\$ 103.76</b>	<b>\$ 4,861.26</b>
<b>Net Income (Loss)</b>	<b>\$ (44,866.34)</b>	<b>\$ 22,639.61</b>	<b>\$ 349,472.58</b>	<b>\$ 217,649.86</b>	<b>\$ (97,863.69)</b>	<b>\$ 75,119.07</b>	<b>\$ (21,532.44)</b>	<b>\$ (47,130.28)</b>	<b>\$ (32,979.71)</b>	<b>\$ (35,517.11)</b>	<b>\$ (88,804.22)</b>	<b>\$ (64,887.31)</b>	<b>\$ 231,300.02</b>



Myrtle Creek Improvement District  
Cash Flow

Beg. Cash		FY20 Inflows	FY20 Outflows	FY21 Inflows	FY21 Outflows	End. Cash
10/1/2019	2,681.76	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	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	28,435.00	(56,456.85)	-	-	438,723.22
8/1/2020	438,723.22	14,415.58	(77,498.40)	-	-	375,640.40
9/1/2020	375,640.40	9,759.82	(101,431.07)	-	(15,005.00)	268,964.15
10/1/2020	268,964.15	-	-	-	-	268,964.15 as of 10/09/2020
FY 20 Totals		2,390,755.26	(2,121,517.78)	-	(15,005.00)	

**Myrtle Creek Improvement District  
Construction Tracking - early October**

	Amount
<b>Series 2016 Bond Issue</b>	
Original Construction Fund	\$ 513,425.32
Additions (Interest, Transfers from DSR, etc.)	219,865.22
Cumulative Draws Through Prior Month	(331,389.43)
	=====
<b>Construction Funds Available</b>	<b>\$ 401,901.11</b>
<b>Requisitions This Month</b>	
	=====
<b>Total Requisitions This Month</b>	<b>\$ -</b>
	=====
Funds Remaining	\$ 401,901.11
<b>Committed Funding</b>	
Performance Drive Phase 3 - August bid and October NTP	\$ -
	=====
<b>Total Committed</b>	<b>\$ -</b>
	=====
<b>Net Uncommitted</b>	<b>401,901.11</b>