Myrtle Creek Improvement District

3501 Quadrangle Boulevard, Suite 270, Orlando, FL 32817; Phone: 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, February 15, 2022 at Courtyard Orlando Lake Nona, 6955 Lake Nona Blvd, Orlando, FL 32827.** A quorum will be confirmed prior to the start of the meeting.

District Staff, please use the following information to join via the computer or the conference line:

Phone: 1-844-621-3956 Computer: pfmgroup.webex.com Participant Code: 796 580 192#

BOARD OF SUPERVISORS' MEETING AGENDA

Organizational Matters

- Roll Call to Confirm a Quorum
- Public Comment Period

1. **Consideration of the Minutes of the January 18, 2022 Board of Supervisors' Meeting**

Business Matters

2. **Consideration of RFP for District Landscaping & Common Area Maintenance**
3. **Ratification of Operation and Maintenance Expenditures Paid in January 2022 in an amount totaling $39,428.89**
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
   5. Landscape Supervisor
   6. Irrigation Supervisor

B. Supervisor Requests

Adjournment

pfm

MYRTLE CREEK IMPROVEMENT DISTRICT

Minutes of the January 18, 2022 Board of Supervisors' Meeting

MYRTLE CREEK IMPROVEMENT DISTRICT
BOARD OF SUPERVISORS' MEETING MINUTES

FIRST ORDER OF BUSINESS **Roll Call to Confirm a Quorum**

The Board of Supervisors' Meeting for the Myrtle Creek Improvement District was called to order on Tuesday, January 18, 2022, at 5:00 p.m. at the Courtyard Orlando Lake Nona, 6955 Lake Nona Blvd, Orlando, FL 32827.

Present:

Bob da Silva	Chairman
Kam Shenai	Vice Chairman
John Lynaugh	Assistant Secretary
Marsha Leed	Assistant Secretary
Kyle Scholl	Assistant Secretary

Also attending:

Jennifer Walden	PFM	(via phone)
Lynne Mullins	PFM	
Tucker Mackie	Kutak Rock	
Jeff Newton	Donald W. McIntosh Associates, Inc.	
Larry Kaufmann	Construction Supervisor & Construction Committee Member	(via phone)
Scott Thacker	District Landscape Supervisor	
Matt McDermott	Construction Committee Member	

SECOND ORDER OF BUSINESS **Public Comment Period**

Ms. Mullins called for public comments. There were no public comments at this time.

THIRD ORDER OF BUSINESS **Consideration of the Minutes of the November 16, 2021, Board of Supervisors' Meeting**

Board Members reviewed the minutes from the November 16, 2021, Board of Supervisors' Meeting.

On Motion by Mr. da Silva, second by Mr. Lynaugh, with all in favor, the Board of Supervisors for the Myrtle Creek Improvement District approved the Minutes of the November 16, 2021, Board of Supervisors' Meeting.

FOURTH ORDER OF BUSINESS **Consideration of Second Amended and Restated Interlocal Agreement Among the Boggy Creek Improvement District, the Myrtle Creek Improvement District, the Midtown Improvement District and the Greeneway Improvement District Regarding Certain Maintenance of the Interchange**

Ms. Mackie explained that the Interlocal Agreement is to address the boundary amendment in the Greeneway ID and the subsequent creation of the Midtown ID. The percentage allocation that was previously assigned to the Greeneway ID has been allocated proportionately between the Greeneway ID and the Midtown ID based on acreage within each district. There is no substantive change to the Agreement itself or the allocation that the Myrtle Creek ID has historically paid for Interchange maintenance expenditures. Mr. da Silva asked if the acreage in any of the areas changed. Ms. Mackie replied that the acreage at the Greeneway ID and the Midtown ID is still the same cumulative amount.

On Motion by Mr. Shenai, second by Mr. da Silva, with all in favor, the Board of Supervisors for the Myrtle Creek Improvement District approved the Second Amended and Restated Interlocal Agreement Among the Boggy Creek Improvement District, the Myrtle Creek Improvement District, the Midtown Improvement District and the Greeneway Improvement District Regarding Certain Maintenance of the Interchange.

FIFTH ORDER OF BUSINESS **Ratification of Non-Ad Valorem Assessment Administration Agreement with Orange County Property Appraiser**

Ms. Mullins explained this is the annual Agreement the District has in place with the Property Appraiser for the tax roll. The Chairman has already executed this document, so it needs to be ratified.

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 Non-Ad Valorem Assessment Administration Agreement with the Orange County Property Appraiser.

SIXTH ORDER OF BUSINESS **Ratification of Operation and Maintenance Expenditures Paid in November 2021 in an amount totaling $17,186.19**

The Board reviewed Operation and Maintenance Expenditures Paid in November 2021 in an amount totaling $17,186.19. Ms. Mullins stated these have been approved and need to be ratified by the Board.

On Motion by Mr. Shenai, second by Mr. da Silva, with all in favor, the Board of Supervisors for the Myrtle Creek Improvement District ratified Operation and Maintenance Expenditures Paid in November 2021 in an amount totaling $17,186.19.

SEVENTH ORDER OF BUSINESS **Ratification of Operation and Maintenance Expenditures Paid in December 2021 in an amount totaling $74,768.99**

The Board reviewed Operation and Maintenance Expenditures Paid in December 2021 in an amount totaling $74,768.99. Ms. Mullins stated these have been approved and need to be ratified by the Board.

On Motion by Ms. Leed, second by Mr. Lynaugh, with all in favor, the Board of Supervisors for the Myrtle Creek Improvement District ratified Operation and Maintenance Expenditures Paid in December 2021 in an amount totaling $74,768.99.

EIGHTH ORDER OF BUSINESS **Recommendation of Work Authorization/Proposed Services**

Mr. Kaufmann stated there are no Work Authorizations.

NINTH ORDER OF BUSINESS **Review of District's Financial Position and Budget to Actual YTD**

The Board reviewed the District's Financial Statements through December 31, 2021. Ms. Mullins noted the District has spent $140,000.00 of the $1,009,000.00 budget. No action is required by the Board.

TENTH ORDER OF BUSINESS **Staff Reports**

District Counsel – No Report

District Manager – Ms. Mullins noted the next meeting is scheduled for Tuesday, February 15, 2022.

District Engineer – No Report

Construction Supervisor – No Report

District Landscape Supervisor- Mr. Shenai asked about the landscaping in front of Village Walk in the median as it looks to be lacking. Mr. Thacker replied that one of the challenges there is the reclaim and potable water boxes, as flowers in that

area could be destroyed when those boxes are serviced. Mr. Thacker and his team will take a further look at it and see if they can develop a plan to improve the appearance.

Irrigation Supervisor- No Report

ELEVENTH ORDER OF BUSINESS **Supervisor Requests & Adjournment**

There were no Supervisor requests, so Ms. Mullins requested a motion to adjourn.

On Motion by Mr. da Silva, second by Mr. Lynaugh, with all in favor, the January 18, 2022, Meeting of the Board of Supervisors for the Myrtle Creek Improvement District was adjourned.

_____ _____

Secretary/Assistant Secretary **Chair/Vice Chair**

MYRTLE CREEK IMPROVEMENT DISTRICT

RFP for District Landscaping & Common Area Maintenance

MYRTLE CREEK IMPROVEMENT DISTRICT
REQUEST FOR PROPOSALS FOR
Landscaping, Common Areas, & Irrigation Maintenance Services
Lake Nona Boulevard Central and Wellspring/Performance Drive
Orange County, Florida
AND
NOTICE OF PUBLIC MEETING TO OPEN RFP RESPONSES

Myrtle Creek Improvement District, the Owner, announces that Landscaping, Common Areas, and Irrigation Maintenance Services will be required for the project listed below:

PROJECT: **Lake Nona Boulevard Central and Wellspring/Performance Drive**
Landscaping, Common Areas, & Irrigation Maintenance Services Agreement Request for Proposal

The contract for landscaping, common areas, and irrigation maintenance services will consist of maintenance of turf, trees, shrubs and ground cover, open areas, hardscape and irrigation as well as trash removal through certain distinct areas of maintenance as more specifically set forth in the Request for Proposal.

The Request for Proposal will be available electronically beginning **Monday, April 4, 2022 at 10:00 a.m.** from PFM Group Consulting LLC, located at 3501 Quadrangle Blvd., Suite 270, Orlando, Florida 32817. Contact is Jennifer Walden, District Manager, at waldenj@pfm.com. The request for Proposal requires proposers to submit proposals for individual district areas of maintenance and collectively submit a proposal for all areas (2 total). The District reserves the right to award Sections 1 and 2 separately to different proposers, or to award collectively to one proposer.

A mandatory pre-proposal conference will be held on this project on **Friday, April 8, 2022 at 10:00 a.m.** (EST) through virtual means by calling 1-844-621-3956 or logging in via the computer at pfmgroup.webex.com and entering code 796580192#. The pre-proposal conference may include, but not be limited to, a discussion of contract requirements, inspections, evaluations, and submittal requirements and may involve a site visit to inspect existing conditions and the areas to be maintained.

Ranking of proposers will be made on the basis of qualifications according to the Evaluation Criteria contained within the Request for Proposal. The Successful proposer(s) will be required to furnish a performance bond in the amount of 25% of the total amount of the first full year's proposal. The District has the right to reject any and all proposals if it determines, at its sole discretion, such rejection is in the best interest of the District. Any proposer who wishes to protest the scope of work and selection criteria shall file with the District a written notice of protest within seventy-two (72) hours after receipt of the proposed project plans and specifications or other contract documents, and shall file a formal written protest with the District within seven (7) calendar days after the date of timely filing the initial notice of protest. Filing will be perfected and deemed to have occurred upon receipt by the District Manager, PFM Group Consulting LLC, located at 12051 Corporate Boulevard, Orlando, Florida 32817. Failure to timely file a notice of protest or failure to timely file a formal written protest shall constitute a waiver of any right to object to or protest the contents of the Request for Proposal. The formal written protest shall state with particularity the facts and law upon which the protest is based. Any and all questions relative to this project shall be directed in writing only to PFM Group Consulting LLC, Jennifer Walden District Manager, PFM Group Consulting LLC, 3501 Quadrangle Blvd., Suite 270, Orlando, FL 32817, via facsimile 407-723-5901 or e-mail at waldenj@pfm.com, no later than **Friday, April 15, 2022 at 5:00 p.m.**

Firms desiring to provide services for this project must submit four (4) bound copies of the required proposal section(s) and one electronic copy of the required proposal section(s) no later than **10:00 a.m. on Monday, May 9, 2022** at the offices of PFM Group Consulting LLC, located at 3501 Quadrangle Blvd., Suite 270, Orlando, FL 32817, and Attention: Jennifer Walden, District Manager. Additionally, as further described in the Request for Proposal, each proposer shall supply a bid bond or cashier's check in the sum equal to five percent (5%) of the total amount of the first full year's proposal. Proposals shall be submitted in a sealed package, shall bear the name of the proposer on the outside of the package, and shall identify the name of the project. Proposals will be opened at the time and date stipulated above; those received after the time and date stipulated above will be returned un-opened to the proposer. Any proposal not completed as specified or missing the required proposal documents may be disqualified.

Notice of Public Meeting to Open RFP Responses

A meeting will be held on **Monday, May 9, 2022 at 10:15 a.m.** at 3501 Quadrangle Blvd., Suite 197, Orlando, FL 32817. No official action of the District's Board will be taken at this meeting, it is held for the limited purpose of opening the RFP responses. The meeting is open to the public and will be conducted in accordance with the provisions of Florida law. This meeting may be continued to a date, time, and place to be specified on the record at the meeting. 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 five calendar days 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.

As a public health precaution, all those who wish to attend the opening of the bids in person will be asked to wear a mask and socially distance. In light of social distancing requirements, there will be limited space for attendees to physically attend the meeting. To attend the meeting virtually, please call 1-844-621-3956 and enter code 796580192#.

Myrtle Creek Improvement District Jennifer Walden, District Manager
Run Date(s): Sunday, March 27, 2022 and Sunday, April 3, 2022

Myrtle Creek Improvement District
Evaluation Criteria

1. **Technical Capability** **(20 points)**

   Considerations here include the geographic locations of the firm's office(s) in relation to the project; adequacy of equipment to perform the work in a high quality manner; adequacy and capabilities of labor available to perform the work according to the specifications; qualifications, training, and licenses/certifications of key personnel; evaluation of existing and future workload; the volume of work previously awarded to the firm; proposed detailed staffing levels, etc.

2. **Experience** **(20 points)**

   The proposer's past record and experience in similar projects will be considered. Additional factors may include past performance on other projects, record and experience working for the references provided, observation of similar sites maintained by the firm, character, integrity, and reputation of respondent, etc.

3. **Understanding of Scope of Work** **(10 points)**

   Points will be awarded based on the proposer's demonstrated understanding of the District's needs for the services requested and the level of detail provided in the proposal.

4. **Price** **(50 points)**

   Points will be awarded to the proposer submitting the lowest total proposal for completing the work. All other proposals will receive a percentage of this amount based upon the difference between that proposer's proposal and the low proposal.

Total Points Possible **(100 points)**

MYRTLE CREEK IMPROVEMENT DISTRICT

Operation and Maintenance Expenditures Paid in January 2022 in an amount totaling $39,428.89

MYRTLE CREEK IMPROVEMENT DISTRICT

DISTRICT OFFICE ● 3501 QUADRANGLE BLVD STE 270 ● 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 January 1, 2022 through January 31, 2022. This does not include expenditures previously approved by the Board.

The total items being presented: **$39,428.89**

Approval of Expenditures:

_____

____ Chairman

____ Vice Chairman

____ Assistant Secretary

Myrtle Creek Improvement District

AP Check Register (Current by Bank)

Check Dates: 1/1/2022 to 1/31/2022

Check No.	Date	Status*	Vendor ID	Payee Name	Amount
BANK ID: SUN - CITY NATIONAL BANK					**001-101-0000-00-01**
4069	01/18/22	M	AWC	Aquatic Weed Control, Inc.	$325.00
4070	01/18/22	M	BCID	Boggy Creek Improv. District	$46.00
4071	01/18/22	M	CEPRA	Cepra Landscape	$3,793.60
4072	01/18/22	M	TRUSTE	US Bank as Trustee for Myrtle	$378,609.64
4073	01/18/22	M	VGLOBA	VGlobalTech	$425.00
4074	01/31/22	M	CEPRA	Cepra Landscape	$20,653.75
4075	01/31/22	M	JLYNAU	John Peter Lynaugh	$200.00
4076	01/31/22	M	KSCHOL	Kyle Scholl	$200.00
4077	01/31/22	M	KSHENA	Kamalakar Shenai	$200.00
4078	01/31/22	M	LDASIL	Lionel R. Dasilva	$200.00
4079	01/31/22	M	MLEED	Marsha Leed	$200.00
4080	01/31/22	M	PFMGC	PFM Group Consulting	$3,542.20
				BANK SUN REGISTER TOTAL:	**$408,395.19**
				GRAND TOTAL :	**$408,395.19**

29,785.55	Checks 4069-4071, 4073-4080
378,609.64	Check 4072 for Debt Service
8,024.97	PA 521 - Dec. ICM due to Boggy Creek
1,618.37	PA 522 - OUC paid online
418,038.53	Total cash spent
39,428.89	O&M cash spent

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

MYRTLE CREEK IMPROVEMENT DISTRICT

Funding Request #104
12/17/2021

Item No.	Payee	Invoice Number	General Fund
1	**Boggy Creek Improvement District** Reimbursment for Construction-Related Legal Advertising on Req 219	OSC45503558	$ 46.00
		TOTAL	**$ 46.00**

Myrtle Creek Improvement District
c/o PFM Group Consulting
3501 Quadrangle Boulevard, Ste. 270
Orlando, FL 32817
LaneA@pfm.com // (407) 723-5925

Amanda Lane

From: Larry Kaufmann <lkaufmann@tavistock.com>
Sent: Monday, December 20, 2021 11:35 AM
To: Amanda Lane; Damon Ventura; AccountsPayable
Subject: RE: Myrtle Creek - FR #104

ALERT: This message is from an external source.BE CAUTIOUS before clicking any link or attachment

MCID FR#104 is approved for processing.

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

From: Amanda Lane <lanea@pfm.com>
Sent: Saturday, December 18, 2021 3:14 PM
To: Damon Ventura <dventura@tavistock.com>; AccountsPayable <accountspayable@tavistock.com>
Cc: Larry Kaufmann <lkaufmann@tavistock.com>
Subject: Myrtle Creek - FR #104

EXTERNAL E-MAIL

Please see attached for Myrtle Creek FR #104 for $46.00.

Amanda Lane
Assistant Chief District Accountant
———

PFM Group Consulting LLC
LaneA@pfm.com | web pfm.com
phone 407.723.5900 (direct phone 407.723.5925) | fax 407.723.5901
3501 Quadrangle Blvd., Ste. 270 | Orlando, FL 32817
(new address as of July 29, 2021)

MYRTLE CREEK IMPROVEMENT DISTRICT

Payment Authorization #520
12/23/2021

Item No.	Payee	Invoice Number	General Fund
1	**Boggy Creek Improvement District** November ICM Expenses	ICM2022-02	$ 6,774.52
2	**VGlobalTech** Quarterly ADA Audit	3452	$ 300.00
		TOTAL	**$ 7,074.52**

Secretary/Assistant Secretary

Chairperson

12/28/21

Myrtle Creek Improvement District
c/o PFM Group Consulting
3501 Quadrangle Boulevard, Ste. 270
Orlando, FL 32817
LaneA@pfm.com // (407) 723-5925

RECEIVED
By Amanda Lane at 11:05 am, Dec 30, 2021

MYRTLE CREEK IMPROVEMENT DISTRICT

Payment Authorization #521
1/7/2022

Item No.	Payee	Invoice Number	General Fund
1	**Aquatic Weed Control** January Waterway Service	66609	$ 325.00
2	**Boggy Creek Improvement District** December ICM Expenses	ICM2022-03	$ 8,024.97
3	**Cepra Landscape** Irrigation Inspections January Section 1 Landscaping	ORL753 ORL1066	$ 3,793.60 $ 17,945.75
4	**VGlobalTech** January Website Maintenance	3499	$ 125.00
		TOTAL	**$ 30,214.32**

Secretary/Assistant Secretary

Chairperson

1/18/22

Myrtle Creek Improvement District
c/o PFM Group Consulting
3501 Quadrangle Boulevard, Ste. 270
Orlando, FL 32817
LaneA@pfm.com // (407) 723-5925

RECEIVED
By Amanda Lane at 3:21 pm, Jan 13, 2022

MYRTLE CREEK IMPROVEMENT DISTRICT

Funding Request #105
1/7/2022

Item No.	Payee	Invoice Number	General Fund
1	**Cepra Landscape** Wellspring January Landscaping	ORL1066	$ 2,708.00
		TOTAL	**$ 2,708.00**

Myrtle Creek Improvement District
c/o PFM Group Consulting
3501 Quadrangle Boulevard, Ste. 270
Orlando, FL 32817
LaneA@pfm.com // (407) 723-5925

Amanda Lane

From: Larry Kaufmann <lkaufmann@tavistock.com>
Sent: Saturday, January 8, 2022 12:03 PM
To: Amanda Lane; Damon Ventura; AccountsPayable
Subject: RE: Myrtle Creek - FR #105

ALERT: This message is from an external source.BE CAUTIOUS before clicking any link or attachment

MCID FR#105 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, January 7, 2022 3:52 PM
To: Damon Ventura <dventura@tavistock.com>; AccountsPayable <accountspayable@tavistock.com>
Cc: Larry Kaufmann <lkaufmann@tavistock.com>
Subject: Myrtle Creek - FR #105

EXTERNAL E-MAIL

Please see attached for Myrtle Creek FR #105 for $2,708.00.

Amanda Lane
Assistant Chief District Accountant
———

PFM Group Consulting LLC
LaneA@pfm.com | web pfm.com
phone 407.723.5900 (direct phone 407.723.5925) | fax 407.723.5901
3501 Quadrangle Blvd., Ste. 270 | Orlando, FL 32817
(new address as of July 29, 2021)

MYRTLE CREEK IMPROVEMENT DISTRICT

Payment Authorization #522
1/14/2022

Item No.	Payee	Invoice Number	General Fund
1	**OUC** Service 12/01/2021 - 01/03/2022	Acct: 4782400001	$ 1,618.37
		TOTAL	**$ 1,618.37**

Secretary/Assistant Secretary

Chairperson

1/16/22

Myrtle Creek Improvement District
c/o PFM Group Consulting
3501 Quadrangle Boulevard, Ste. 270
Orlando, FL 32817
LaneA@pfm.com // (407) 723-5925

Received Wednesday, January 19, 2022 - ALane

MYRTLE CREEK IMPROVEMENT DISTRICT

Payment Authorization #523
1/21/2022

Item No.	Payee	Invoice Number	General Fund
1	**PFM Group Consulting**		
	DM Fee: January 2022	DM-01-2022-034	$ 3,541.67
	December Reimbursables	OE-EXP-01-027	$ 0.53
2	**Supervisor Fees - 01/18/2022 Meeting**		
	Marsha Leed	--	$ 200.00
	Kam Shenai	--	$ 200.00
	John Lynaugh	--	$ 200.00
	Kyle Scholl	--	$ 200.00
	Bob da Silva	--	$ 200.00
		TOTAL	**$ 4,542.20**

Secretary/Assistant Secretary

Chairperson

1/22/22

Myrtle Creek Improvement District
c/o PFM Group Consulting
3501 Quadrangle Boulevard, Ste. 270
Orlando, FL 32817
LaneA@pfm.com // (407) 723-5925

RECEIVED
By Amanda Lane at 10:03 am, Jan 26, 2022

MYRTLE CREEK IMPROVEMENT DISTRICT

Work Authorization/Proposed Services
(if applicable)

MYRTLE CREEK IMPROVEMENT DISTRICT

Recommendation for Work Authorization / Proposed Services

Project Name: Stormwater Management System Needs Analysis.

Brief Description: Prepare and submit Stormwater Analysis required by new Florida legislation.

Name of Consultant /Vendor: Donald W. McIntosh Associates, Inc.

Is this work pursuant to an existing Agreement? ✓ Yes ____ No

If so, name and date of Agreement:

Is this project included in the District Capital Improvement Plan? ____ Yes ✓ No

Are the services required contemplated in the Capital Improvement Plan? ✓ Yes ____ No

Is this a continuation of previously authorized work? ✓ Yes ____ No

Proposal attached: ✓ Yes ____ No

Form of Agreement Utilized: Proposal

Amount of Services: $ 9,840.00

Recommendation: ✓ Approve ____ Deny

By: Jay Kaufmann 2/10/22
Larry Kaufmann, Chairman
Myrtle Creek Improvement District Construction Committee

c: Jennifer Walden
Tucker Mackie
Jeffrey Newton
Lynne Mullins

DONALD W. MCINTOSH
ASSOCIATES, INC.

February 8, 2022

Myrtle Creek Improvement District
3501 Quadrangle Boulevard
Suite 270
Orlando, FL 32817

Subject: Stormwater Management System Needs Analysis
Orlando, Florida
DWMA Job No. 22518 (001)

In accordance with the discussion and direction provided at the November 16, 2021, Board of Supervisors meeting, Donald W. McIntosh Associates, Inc. (DWMA) is pleased to submit for your consideration this Work Authorization to provide professional engineering services to Myrtle Creek Improvement District ("District" or "CLIENT") for the required Stormwater Management System Needs Analysis ("Project"). The scope of this proposal includes the preparation of a Stormwater Management System Needs Analysis that is now required by the State of Florida under legislation found in Section 5 of Chapter 2021-194, Laws of Florida, which creates Section 403.9302, Florida Statues and became effective July 1, 2021. DWMA will provide these services pursuant to our current master contract with the Myrtle Creek Improvement District dated September 8, 2003, and subsequent amendments ("Engineering Agreement") as follows:

CIVIL ENGINEERS

LAND PLANNERS

SURVEYORS

I. Scope of Work

STORMWATER MANAGEMENT SYSTEM NEEDS ANALYSIS – Prepare the required Stormwater Management System Needs Analysis in accordance with statutory requirements using formatted templates prepared by the Florida Office of Economic and Demographic Research. This report will be limited to the pond at the intersection of Wellspring Drive with Lake Nona Boulevard and does not anticipate any other stormwater management facilities that are to be owned, operated, and/or maintained by the Myrtle Creek Improvement District. Preparation of this report will require data regarding operation and maintenance programs, expenses, budgets, etc., which are anticipated to be provided by the District Manager. Since the District does not own, operate, or maintain wastewater facilities, this Work Authorization does not include preparation of a Wastewater System Needs Analysis as mandated under Section 403.9301, Florida Statutes.

FEE SCHEDULE

Contract Item	Billing Item	Description	Fee
	001	Stormwater Management System Needs Analysis	$9,840.00
		TOTAL	**$9,840.00**

2200 Park Ave. North

Winter Park, FL

32789-2355

Fax 407-644-8318

407-644-4068

http://www.dwma.com

II. Compensation

Myrtle Creek Improvement District will compensate Donald W. McIntosh Associates, Inc., pursuant to the hourly rate schedule contained in the Engineering Agreement and/or the lump sums listed above. The District will reimburse Donald W. McIntosh Associates, Inc., all direct costs, which include items such as printing, drawings, travel, deliveries, et cetera, pursuant to the Agreement.

This proposal, together with the Engineering Agreement, represents the entire understanding between the Myrtle Creek Improvement District and Donald W. McIntosh Associates, Inc. (Engineer) with regard to the referenced work authorization. If you wish to accept this work authorization, please sign where indicated and return one complete copy to our office. Upon receipt, we will promptly schedule our services.

We appreciate your confidence in Donald W. McIntosh Associates, Inc., and look forward to continuing to serve you. Please contact the undersigned with any questions or clarification.

Sincerely,
DONALD W. MCINTOSH ASSOCIATES, INC.

Jeffrey J. Newton, PE
President

JJN/ls

ACCEPTANCE OF CONTRACT BY:

_____ _____
[Signature] [Date]

_____ _____
[Name and Title] [Company]

PURSUANT TO FLORIDA STATUTE 558.0035, AN INDIVIDUAL EMPLOYEE OR AGENT OF DONALD W. MCINTOSH ASSOCIATES, INC. MAY NOT BE HELD INDIVIDUALLY LIABLE FOR NEGLIGENCE.

BASIS OF PROPOSAL AND CLIENT RESPONSIBILITIES

Our Agreement is also based on the following conditions and limitations:

BASIS OF PROPOSAL

CLIENT has performed the necessary due diligence research to confirm that the site is suitable for the intended purpose.

The CLIENT is advised that concurrency management and comprehensive plan consistency will impact the land development process. Regulations regarding concurrency and consistency vary according to governmental jurisdiction. The status of concurrency, consistency and, if applicable, vested rights must be addressed for all projects within the State of Florida. DWMA presumes the CLIENT is aware of the issues and resultant impacts described. DWMA disclaims responsibility for delays that may be encountered due to failure on the part of the CLIENT to address concurrency and consistency issues prior to initiation of Services proposed herein. DWMA is **not** responsible for changes to the approved plans that may alter the concurrency vesting status or for noncompliance on the part of the property owner with regard to the performance terms and conditions established in the vesting certificate.

DWMA will not be responsible for any circumstances, acts, errors, omissions or events, of any type, beyond its control including, without limitation, construction costs, the acts or failures to act of any governmental or judicial agency, or the existence of hazardous waste of any type associated with the Project. No Services associated with hazardous waste of any type are included in any way in this Agreement.

Without limitation, architectural, traffic engineering (e.g., studies, signalization), structural engineering (e.g., retaining walls, bridges, docks), mechanical engineering (e.g., fire pumps), fire protection engineering (e.g., dedicated fire lines beyond the point of service), electrical engineering, geotechnical engineering and testing, environmental assessment, landscape and irrigation design, non-civil utility engineering (e.g., power, gas, telephone, cable television, site lighting) and any other professional or consultant services required by CLIENT and not undertaken by DWMA, shall be retained separately by the CLIENT. **No Services are included in this Agreement other than those specifically listed herein.**

DWMA may be mandated by regulatory authorities to incorporate findings, requirements and details of design in their construction plans that are prepared by professional geotechnical engineers and not by DWMA. In doing so, DWMA assumes no responsibility or liability for the design, construction or operation of geotechnical engineering components which may include, but not be limited to, underdrains, ground stabilizers, backfills, embankments, etc. CLIENT must also recognize that some of these systems (i.e., underdrains, etc.) usually require extensive field supervision during construction and certification after construction. These systems are subject to damage by other activities during or after infrastructure construction such as other utility installations (power, telephone, cable, gas, etc.). DWMA assumes no liability for damages to any design element caused by the improper design, construction, operation or maintenance of improvements designed by others.

DWMA, in and through its review and/or use of design and calculations prepared by others, is not responsible for or liable for error or omissions in the design and permitting services provided by others. CLIENT's consultants will provide DWMA with permission to utilize and rely upon their work product as the basis of DWMA's design. Certain elements designed by others may be shown in DWMA construction plans for context only.

DWMA's performance and work product quality is dependent upon the timely provision of services from CLIENT-selected and contracted third-party consultants, including but not limited to geotechnical engineer, environmental consultant, transportation engineer, landscape/hardscape/irrigation designer and/or legal consultant whose services, while coordinated to the extent possible, are beyond the scope of responsibility of DWMA.

If locating underground utilities is expressly included in the Services, DWMA will locate such underground utilities as may be marked by a utility locating service retained by CLIENT. DWMA shall not be liable for showing any utility lines not marked by the locating company. DWMA cannot and does not guarantee or warranty that unidentified utilities will not be encountered.

Any opinion of construction cost prepared by DWMA represents its judgment as a design professional and is supplied for the general guidance of the CLIENT only since DWMA has no control over the cost of labor and material or over competitive bidding or market conditions. DWMA does not warrant or guarantee the accuracy of such opinions.

No permit applications or negotiations with regulatory agencies or permitting authorities are included other than those specifically listed herein.

If construction services or observation of construction are included herein, the Services included by DWMA will be to conduct periodic visits and observations to determine that the Work generally conforms or will conform to the applicable contract documents in relation to DWMA's engineering Services. DWMA's Service shall not include determining, supervising, implementing, or undertaking the responsibilities of the contractor, subcontractors or others, regarding means, methods, techniques, sequences and procedures of construction, nor for job conditions, safety precautions or programs. Construction phase services for systems designed and permitted by others are not included.

Construction phase retesting resulting from failures or no-shows, and therefore requiring additional site visits, shall be additional services and is not included in the scope of this agreement. Such services will be invoiced separately on an hourly basis for back-charge to the contractor by CLIENT.

CLIENT's contractor and/or surveyor will provide certified as-built surveys prepared by a Florida-licensed surveyor for DWMA's use and reliance in preparing project certifications and/or record drawings. Any as-built surveys required to be performed by DWMA due to failure of contractor's surveyor to provide accurate and complete survey data will be invoiced separately on an hourly basis for back-charge to the contractor by CLIENT.

Federal Emergency Management Agency (FEMA) Map revisions or amendments which may be required by regulatory agencies or lenders are not included unless specifically listed in Basic Services.

Provision of customized digital data files to CLIENT, CLIENT's consultants and/or CLIENT's contractor is not included. DWMA work product will be prepared digitally in AutoCAD Civil3D® 2018 or later.

CLIENT RESPONSIBILITIES

The CLIENT, or his representative, shall be available to meet with DWMA and provide decisions in a timely manner throughout the course of the Project.

The CLIENT will provide DWMA with plans and other pertinent information which may be necessary to properly survey or engineer the Project.

Prior to initiation of preliminary or final design, an approved site plan and final dimensioned building footprint(s) will be provided to DWMA by CLIENT, which will be complete with final geometry, and will be relied upon by DWMA.

The CLIENT will engage a professional geotechnical engineer to provide necessary hydrogeologic design support, relevant construction specifications for earthwork items and required construction inspection and certification. CLIENT's geotechnical engineer shall be responsible for final certification of all flexible and rigid pavement. DWMA has the CLIENT's authority to rely on this professional information as a basis for its design Services and certifications.

The CLIENT will engage a professional environmental consultant to provide jurisdictional determinations and necessary design and permitting support for wetland and special species issues.

The CLIENT will engage a professional environmental firm or firms who specialize in all matters relating to "hazardous" or "special" materials wastes, deposits, soils, contamination, etc., as may be required to support permitting or construction of the Project.

The CLIENT will engage a professional landscape architect to provide landscape and irrigation design related to the development of the property as intended by CLIENT.

The CLIENT will engage a professional architect to perform all architectural services including, without limitation, incorporation of the work product of DWMA, and compliance with local, state or federal laws, regulations, codes and Americans with Disabilities Act ("ADA") requirements.

The CLIENT will engage a professional transportation consultant to provide analysis related to development of the property as intended by CLIENT, including but not limited to traffic studies, determination of turn lane requirements, traffic signal design, Maintenance of Traffic (MOT) plans and roundabout geometry, striping and signage design.

The CLIENT will engage a professional legal counselor to provide legal services related to development of the property as intended by CLIENT.

The CLIENT will engage a professional state licensed hydrogeologist for completion of hydrologic data required in support of a Consumptive Use/Water Use Permit.

The CLIENT will engage a professional archaeologist to provide archaeological analysis related to development of the property as intended by CLIENT.

The CLIENT agrees that DWMA shall have no responsibility for the accuracy of information provided by, or for any portion of the Project designed by the CLIENT or CLIENT's other consultants, or for compliance with local, state or federal ADA requirements. DWMA shall not be required to check or verify the CLIENT's or other consultants' work product, information, or construction documents and shall be entitled to rely on the accuracy and completeness thereof, as well as the compliance of such documents with applicable laws, codes, statutes, ordinances, and regulations, including, without limitation, ADA requirements. The CLIENT also agrees to require all other consultants engaged by the CLIENT to coordinate their design or construction documents or reports with the work product of DWMA, to promptly report any conflicts or inconsistencies to DWMA and to cooperate fully in the resolution of those conflicts or inconsistencies. The CLIENT further agrees, to the fullest extent permitted by law, to indemnify and hold harmless DWMA from any claims, damages, liabilities or costs, including reasonable attorney's fees and defense costs, arising out of or relating to false, inaccurate, or non-compliant information provided by CLIENT or its other consultants, or the services performed by other consultants engaged by the CLIENT.

The CLIENT or CLIENT's contractor shall obtain the required National Pollutant Discharge Elimination System (NPDES) permit for the Project.

The CLIENT will provide DWMA with all applicable operation and maintenance budgets and budget reserve estimates for all gated communities prior to submittal of the final plat to satisfy local jurisdiction requirements.

MYRTLE CREEK IMPROVEMENT DISTRICT

District's Financial Position and Budget to Actual YTD

Myrtle Creek Improvement District
Statement of Financial Position
As of 1/31/2022

	General Fund	Debt Service	Capital Projects Fund	General Long-Term Debt	Total
Assets					
Current Assets					
General Checking Account	$852,411.35				$852,411.35
Money Market Account	68,825.01				68,825.01
State Board of Administration	4,000.74				4,000.74
Assessments Receivable	300,610.43				300,610.43
Deposits	4,300.00				4,300.00
General Reserve	190,984.27				190,984.27
Assessments Receivable		$468,610.73			468,610.73
Debt Service Reserve		333,207.85			333,207.85
Revenue		1,475,228.22			1,475,228.22
Prepayment		962.69			962.69
Sinking Fund A2 Bond		20,000.03			20,000.03
Acquisition/Construction			$401,935.14		401,935.14
Total Current Assets	$1,421,131.80	$2,298,009.52	$401,935.14	$0.00	$4,121,076.46
Investments					
Amount Available in Debt Service Funds				$1,829,398.79	$1,829,398.79
Amount To Be Provided				14,670,601.21	14,670,601.21
Total Investments	$0.00	$0.00	$0.00	$16,500,000.00	$16,500,000.00
Total Assets	$1,421,131.80	$2,298,009.52	$401,935.14	$16,500,000.00	$20,621,076.46
Liabilities and Net Assets					
Current Liabilities					
Accounts Payable	$237.50				$237.50
Due To Other Governmental Units	8,453.30				8,453.30
Deferred Revenue	300,610.43				300,610.43
Deferred Revenue		$468,610.73			468,610.73
Total Current Liabilities	$309,301.23	$468,610.73	$0.00	$0.00	$777,911.96
Long Term Liabilities					
Revenue Bonds Payable - Long-Term				$16,500,000.00	$16,500,000.00
Total Long Term Liabilities	$0.00	$0.00	$0.00	$16,500,000.00	$16,500,000.00
Total Liabilities	$309,301.23	$468,610.73	$0.00	$16,500,000.00	$17,277,911.96
Net Assets					
Net Assets, Unrestricted	$1,283,864.48				$1,283,864.48
Net Assets - General Government	(559,701.67)				(559,701.67)
Current Year Net Assets - General Government	387,667.76				387,667.76
Net Assets, Unrestricted		$1,240,103.22			1,240,103.22
Current Year Net Assets, Unrestricted		589,295.57			589,295.57
Net Assets, Unrestricted			($417,951.06)		(417,951.06)
Net Assets, Unrestricted			819,878.73		819,878.73
Current Year Net Assets, Unrestricted			7.47		7.47
Total Net Assets	$1,111,830.57	$1,829,398.79	$401,935.14	$0.00	$3,343,164.50
Total Liabilities and Net Assets	$1,421,131.80	$2,298,009.52	$401,935.14	$16,500,000.00	$20,621,076.46

Myrtle Creek Improvement District

Statement of Activities

As of 1/31/2022

	General Fund	Debt Service	Capital Projects Fund	General Long-Term Debt	Total
Revenues					
On-Roll Assessments	$556,671.49				$556,671.49
Developer Contributions	11,343.79				11,343.79
Other Income & Other Financing Sources	114.41				114.41
On-Roll Assessments		$867,775.17			867,775.17
Developer Contributions			$103.25		103.25
Total Revenues	$568,129.69	$867,775.17	$103.25	$0.00	$1,436,008.11
Expenses					
Supervisor Fees	$2,000.00				$2,000.00
Public Officials' Liability Insurance	3,620.00				3,620.00
Trustee Services	7,113.66				7,113.66
Management	14,166.68				14,166.68
Engineering	631.50				631.50
District Counsel	778.26				778.26
Assessment Administration	7,500.00				7,500.00
Reamortization Schedules	125.00				125.00
Travel and Per Diem	8.21				8.21
Postage & Shipping	3.90				3.90
Legal Advertising	738.75				738.75
Miscellaneous	39.83				39.83
Web Site Maintenance	800.00				800.00
Holiday Decorations	600.00				600.00
Dues, Licenses, and Fees	175.00				175.00
Electric	421.64				421.64
Entry Lighting	45.16				45.16
Water Reclaimed	6,013.86				6,013.86
Aquatic Contract	1,300.00				1,300.00
General Liability Insurance	4,147.00				4,147.00
Irrigation	7,002.00				7,002.00
Landscaping Maintenance & Material	82,772.96				82,772.96
IME - Aquatics Maintenance	1,052.12				1,052.12
IME - Irrigation	398.47				398.47
IME - Landscaping	27,979.36				27,979.36
IME - Lighting	225.64				225.64
IME - Water Reclaimed	104.97				104.97
Streetlights	1,846.65				1,846.65
Personnel Leasing Agreement	9,000.03				9,000.03
Principal Payments		$5,000.00			5,000.00
Interest Payments		273,500.00			273,500.00
Legal Advertising			$103.25		103.25
Total Expenses	$180,610.65	$278,500.00	$103.25	$0.00	$459,213.90
Other Revenues (Expenses) & Gains (Losses)					
Interest Income	$148.72				$148.72
Interest Income		$20.40			20.40
Interest Income			$7.47		7.47
Total Other Revenues (Expenses) & Gains (Losses)	$148.72	$20.40	$7.47	$0.00	$176.59
Change In Net Assets	$387,667.76	$589,295.57	$7.47	$0.00	$976,970.80
Net Assets At Beginning Of Year	$724,162.81	$1,240,103.22	$401,927.67	$0.00	$2,366,193.70
Net Assets At End Of Year	$1,111,830.57	$1,829,398.79	$401,935.14	$0.00	$3,343,164.50

Myrtle Creek Improvement District
Budget to Actual
For the Month Ending 01/31/2022

	Actual	Budget	Variance	FY 2022 Adopted Budget	Percentage Variance
Revenues					
On-Roll Assessments	$ 556,671.49	$ 286,267.27	$ 270,404.22	$ 858,801.80	64.82%
Developer Contributions	11,343.79	20,106.50	(8,762.71)	60,319.50	18.81%
Other Income & Other Financing Sources	114.41	-	114.41	-	
Carryforward Revenue	457,557.35	28,188.43	429,368.92	84,565.28	541.07%
Net Revenues	**$ 1,025,687.04**	**$ 334,562.20**	**$ 691,124.84**	**$ 1,003,686.58**	**102.19%**
General & Administrative Expenses					
Legislative					
Supervisor Fees	$ 2,000.00	$ 4,000.00	$ (2,000.00)	$ 12,000.00	16.67%
Financial & Administrative					
Public Officials' Liability Insurance	3,620.00	1,333.33	2,286.67	4,000.00	90.50%
Trustee Services	7,113.66	3,333.33	3,780.33	10,000.00	71.14%
Management	14,166.68	14,166.67	0.01	42,500.00	33.33%
Engineering	631.50	3,333.33	(2,701.83)	10,000.00	6.32%
Dissemination Agent	-	2,333.33	(2,333.33)	7,000.00	0.00%
Property Appraiser	-	666.67	(666.67)	2,000.00	0.00%
District Counsel	778.26	8,333.33	(7,555.07)	25,000.00	3.11%
Assessment Administration	7,500.00	2,500.00	5,000.00	7,500.00	100.00%
Reamortization Schedules	125.00	83.33	41.67	250.00	50.00%
Audit	-	1,333.33	(1,333.33)	4,000.00	0.00%
Arbitrage Calculation	-	300.00	(300.00)	900.00	0.00%
Travel and Per Diem	8.21	100.00	(91.79)	300.00	2.74%
Telephone	-	16.67	(16.67)	50.00	0.00%
Postage & Shipping	3.90	333.33	(329.43)	1,000.00	0.39%
Copies	-	666.67	(666.67)	2,000.00	0.00%
Legal Advertising	738.75	2,166.67	(1,427.92)	6,500.00	11.37%
Bank Fees	-	120.00	(120.00)	360.00	0.00%
Miscellaneous	39.83	3,166.67	(3,126.84)	9,500.00	0.42%
Office Supplies	-	83.33	(83.33)	250.00	0.00%
Property Taxes	-	833.33	(833.33)	2,500.00	0.00%
Web Site Maintenance	800.00	900.00	(100.00)	2,700.00	29.63%
Holiday Decorations	600.00	416.67	183.33	1,250.00	48.00%
Dues, Licenses, and Fees	175.00	58.33	116.67	175.00	100.00%
Total General & Administrative Expenses	**$ 38,300.79**	**$ 50,578.32**	**$ (12,277.53)**	**$ 151,735.00**	**25.24%**

Myrtle Creek Improvement District
Budget to Actual
For the Month Ending 01/31/2022

	Actual	Budget	Variance	FY 2022 Adopted Budget	Percentage Variance
Field Operations					
Electric Utility Services					
Electric	$ 308.50	$ 500.00	$ (191.50)	$ 1,500.00	20.57%
Entry Lighting	45.16	166.67	(121.51)	500.00	9.03%
Water-Sewer Combination Services					
Water Reclaimed	5,320.78	6,666.67	(1,345.89)	20,000.00	26.60%
Stormwater Control					
Aquatic Contract	1,300.00	1,333.33	(33.33)	4,000.00	32.50%
Lake/Pond Repair Reserve	-	1,666.67	(1,666.67)	5,000.00	0.00%
Other Physical Environment					
General Liability Insurance	4,147.00	1,500.00	2,647.00	4,500.00	92.16%
Property & Casualty Insurance	-	566.67	(566.67)	1,700.00	0.00%
Auto Insurance	-	166.67	(166.67)	500.00	0.00%
Irrigation Repairs					
District Irrigation Repairs	7,002.00	15,000.00	(7,998.00)	45,000.00	15.56%
Wellspring Irrigation Repairs	-	3,333.33	(3,333.33)	10,000.00	0.00%
Landscaping Maintenance & Material					
District Landscaping	71,783.00	71,341.83	441.17	214,025.50	33.54%
Gateway Road Landscaping	157.96	157.96	-	473.88	33.33%
Wellspring Landscaping	10,832.00	11,273.17	(441.17)	33,819.50	32.03%
Tree Trimming	-	13,333.33	(13,333.33)	40,000.00	0.00%
Flower & Plant Replacement					
District Flower & Plant Replacement	-	41,666.67	(41,666.67)	125,000.00	0.00%
Wellspring Flower & Plant Replacement	-	3,333.33	(3,333.33)	10,000.00	0.00%
Contingency	-	28,555.06	(28,555.06)	85,665.18	0.00%
Pest Control	-	936.67	(936.67)	2,810.00	0.00%
Hurricane Cleanup	-	16,666.67	(16,666.67)	50,000.00	0.00%
Wellspring Blvd./Performance Drive Expenses					
WSPD - Lighting	113.14	166.67	(53.53)	500.00	22.63%
WSPD - Miscellaneous	-	1,166.67	(1,166.67)	3,500.00	0.00%
WSPD - Water Reclaimed	693.08	833.33	(140.25)	2,500.00	27.72%

Myrtle Creek Improvement District
Budget to Actual
For the Month Ending 01/31/2022

	Actual	Budget	Variance	FY 2022 Adopted Budget	Percentage Variance
Interchange Maintenance Expenses					
IME - Aquatics Maintenance	1,052.12	1,113.00	(60.88)	3,339.00	31.51%
IME - Irrigation Repairs	398.47	1,050.00	(651.53)	3,150.00	12.65%
IME - Landscaping	27,979.36	28,550.34	(570.98)	85,651.02	32.67%
IME - Lighting	225.64	262.50	(36.86)	787.50	28.65%
IME - Miscellaneous	-	1,365.00	(1,365.00)	4,095.00	0.00%
IME - Water Reclaimed	104.97	525.00	(420.03)	1,575.00	6.66%
New Operational Field Expenses					
Trail Repair	-	5,000.00	(5,000.00)	15,000.00	0.00%
Road & Street Facilities					
Entry and Wall Maintenance	-	3,333.33	(3,333.33)	10,000.00	0.00%
Streetlights	1,846.65	5,000.00	(3,153.35)	15,000.00	12.31%
Parks & Recreation					
Personnel Leasing Agreement	9,000.03	12,000.00	(2,999.97)	36,000.00	25.00%
Reserves					
Infrastructure Capital Reserve	-	6,666.67	(6,666.67)	20,000.00	0.00%
Interchange Maintenance Reserve	-	786.67	(786.67)	2,360.00	0.00%
Total Field Operations Expenses	**$ 142,309.86**	**$ 285,983.88**	**$ (143,674.02)**	**$ 857,951.58**	**16.59%**
Total Expenses	**$ 180,610.65**	**$ 336,562.20**	**$ (155,951.55)**	**$ 1,009,686.58**	**17.89%**
Income (Loss) from Operations	**$ 845,076.39**	**$ (2,000.00)**	**$ 847,076.39**	**$ (6,000.00)**	
Other Income (Expense)					
Interest Income	$ 148.72	$ 2,000.00	$ (1,851.28)	$ 6,000.00	2.48%
Total Other Income (Expense)	**$ 148.72**	**$ 2,000.00**	**$ (1,851.28)**	**$ 6,000.00**	**2.48%**
Net Income (Loss)	**$ 845,225.11**	**$ -**	**$ 845,225.11**	**$ -**	

Myrtle Creek Improvement District
Budget to Actual
For the Month Ending 01/31/2022

	Oct-21	Nov-21	Dec-21	Jan-22	YTD Actual
Revenues					
On-Roll Assessments	$ -	$ 83,327.49	$ 230,468.65	$ 242,875.35	$ 556,671.49
Developer Contributions	2,708.00	2,708.00	3,219.79	2,708.00	11,343.79
Other Income & Financing Sources	-	-	-	114.41	114.41
Carryforward Revenue	472,619.09	(49,324.50)	34,262.76	-	457,557.35
Net Revenues	**$ 475,327.09**	**$ 36,710.99**	**$ 267,951.20**	**$ 245,697.76**	**$ 1,025,687.04**
General & Administrative Expenses					
Legislative					
Supervisor Fees	$ -	$ 1,000.00	$ -	$ 1,000.00	$ 2,000.00
Financial & Administrative					
Public Officials' Liability Insurance	3,620.00	-	-	-	3,620.00
Trustee Services	7,113.66	-	-	-	7,113.66
Management	3,541.67	3,541.67	3,541.67	3,541.67	14,166.68
Engineering	-	250.00	381.50	-	631.50
Dissemination Agent	-	-	-	-	-
Property Appraiser	-	-	-	-	-
District Counsel	-	-	778.26	-	778.26
Assessment Administration	7,500.00	-	-	-	7,500.00
Reamortization Schedules	-	-	125.00	-	125.00
Audit	-	-	-	-	-
Arbitrage Calculation	-	-	-	-	-
Travel and Per Diem	-	-	8.21	-	8.21
Telephone	-	-	-	-	-
Postage & Shipping	-	-	3.37	0.53	3.90
Copies	-	-	-	-	-
Legal Advertising	248.75	-	252.50	237.50	738.75
Bank Fees					-
Miscellaneous	-	3.85	35.98	-	39.83
Office Supplies					-
Property Taxes	-	-	-	-	-
Web Site Maintenance	125.00	125.00	425.00	125.00	800.00
Holiday Decorations	-	-	600.00	-	600.00
Dues, Licenses, and Fees	175.00	-	-	-	175.00
Total General & Administrative Expenses	**$ 22,324.08**	**$ 4,920.52**	**$ 6,151.49**	**$ 4,904.70**	**$ 38,300.79**
Field Operations					
Electric Utility Services					
Electric	$ -	$ 102.37	$ 102.37	$ 103.76	$ 308.50
Entry Lighting	-	22.52	22.64	-	45.16
Water-Sewer Combination Services					
Water Reclaimed	-	2,169.75	1,451.33	1,699.70	5,320.78
Stormwater Control					
Aquatic Contract	325.00	325.00	325.00	325.00	1,300.00
Lake/Pond Repair Reserve	-	-	-	-	-
Other Physical Environment					
General Liability Insurance	4,147.00	-	-	-	4,147.00
Property & Casualty Insurance	-	-	-	-	-
Auto Insurance	-	-	-	-	-

Myrtle Creek Improvement District
Budget to Actual
For the Month Ending 01/31/2022

	Oct-21	Nov-21	Dec-21	Jan-22	YTD Actual
Irrigation					
District Irrigation	-	3,208.40	-	3,793.60	7,002.00
Wellspring Irrigation	-	-	-	-	-
Landscaping Maintenance & Material					
District Landscaping	17,945.75	17,945.75	17,945.75	17,945.75	71,783.00
Gateway Road Landscaping	39.49	39.49	39.49	39.49	157.96
Wellspring Landscaping	2,708.00	2,708.00	2,708.00	2,708.00	10,832.00
Tree Trimming	-	-	-	-	-
Flower & Plant Replacement					
District Flower & Plant Replacement	-	-	-	-	-
Wellspring Flower & Plant Replacement	-	-	-	-	-
Contingency	-	-	-	-	-
Pest Control	-	-	-	-	-
Hurricane Cleanup	-	-	-	-	-
Wellspring Blvd./Performance Drive Expenses					
WSPD - Lighting	-	37.62	37.52	38.00	113.14
WSPD - Miscellaneous	-	-	-	-	-
WSPD - Water Reclaimed	-	254.96	234.95	203.17	693.08
Interchange Maintenance Expenses					
IME - Aquatics Maintenance	263.03	263.03	263.03	263.03	1,052.12
IME - Irrigation	-	-	-	398.47	398.47
IME - Landscaping	6,363.21	6,363.21	7,626.47	7,626.47	27,979.36
IME - Lighting	-	72.28	73.16	80.20	225.64
IME - Miscellaneous	-	-	-	-	-
IME - Water Reclaimed	-	36.51	22.82	45.64	104.97
New Operational Field Expenses					
Trail Repair	-	-	-	-	-
Road & Street Facilities					
Entry and Wall Maintenance	-	-	-	-	-
Streetlights	-	1,079.25	1,079.25	(311.85)	1,846.65
Parks & Recreation					
Personnel Leasing Agreement	3,000.01	3,000.01	3,000.01	-	9,000.03
Contingency					
Infrastructure Capital Reserve	-	-	-	-	-
Interchange Maintenance Reserve	-	-	-	-	-
Total Field Operations Expenses	**$ 34,791.49**	**$ 37,628.15**	**$ 34,931.79**	**$ 34,958.43**	**$ 142,309.86**
Total Expenses	**$ 57,115.57**	**$ 42,548.67**	**$ 41,083.28**	**$ 39,863.13**	**$ 180,610.65**
Income (Loss) from Operations	**$ 418,211.52**	**$ (5,837.68)**	**$ 226,867.92**	**$ 205,834.63**	**$ 845,076.39**
Other Income (Expense)					
Interest Income	$ 25.50	$ 28.41	$ 61.34	$ 33.47	$ 148.72
Total Other Income (Expense)	**$ 25.50**	**$ 28.41**	**$ 61.34**	**$ 33.47**	**$ 148.72**
Net Income (Loss)	**$ 418,237.02**	**$ (5,809.27)**	**$ 226,929.26**	**$ 205,868.10**	**$ 845,225.11**

Myrtle Creek Improvement District
Cash Flow

	Beg. Cash	FY21 Inflows	FY21 Outflows	FY22 Inflows	FY22 Outflows	End. Cash	
10/1/2021	470,075.08	19,079.21	(38,455.34)	2,713.58	(35,195.43)	418,217.10	
11/1/2021	418,217.10	166.65	(2,495.06)	215,938.17	(20,262.56)	611,564.30	
12/1/2021	611,564.30	215.36	(125.00)	592,828.31	(558,238.09)	646,244.88	
1/1/2022	646,244.88	-	-	624,205.00	(418,038.53)	852,411.35	
2/1/2022	852,411.35	-	-	-	(237.50)	852,173.85	as of 02/03/2022
	Totals	2,309,903.04	(2,127,193.13)	1,435,685.06	(1,039,739.11)		

Myrtle Creek Improvement District
Construction Tracking - early February

		Amount
Series 2016 Bond Issue		
Original Construction Fund	$	513,425.32
Additions (Interest, Transfers from DSR, etc.)		219,899.25
Cumulative Draws Through Prior Month		(331,389.43)
		==========
Construction Funds Available	**$**	**401,935.14**
Requisitions This Month		
		==========
Total Requisitions This Month	**$**	**-**
		==========
Funds Remaining	$	401,935.14
Committed Funding		
Performance Drive Phase 3 - August bid and October NTP	$	-
		==========
Total Committed	**$**	**-**
		==========
Net Uncommitted		401,935.14