

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



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 Greenway Improvement District Regarding Certain Maintenance of the Interchange

Ms. Mackie explained that the Interlocal Agreement is to address the boundary amendment in the Greenway ID and the subsequent creation of the Midtown ID. The percentage allocation that was previously assigned to the Greenway ID has been allocated proportionately between the Greenway 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 Greenway 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 Greenway 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	Cepira 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	Cepira Landscape	\$20,653.75
4075	01/31/22	M	JLYNAU	John Peter L. naugh	\$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

MYRTLE CREEK IMPROVEMENT DISTRICT

Funding Request #104

12/17/2021

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

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

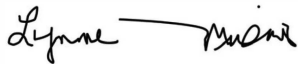
PFM Group Consulting LLC
LaneA@pfm.com | web pfm.com
phone 407.723.5900 (**direct phone 407.723.5925**) | fax 407.723.5901
3501 Quadrangle Blvd., Ste. 270 | Orlando, FL 32817
(**new address as of July 29, 2021**)

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



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

RECEIVED

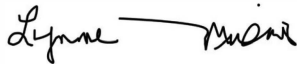
By Amanda Lane at 11:05 am, Dec 30, 2021

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	Cepira Landscape Irrigation Inspections	ORL753	\$ 3,793.60
	January Section 1 Landscaping	ORL1066	\$ 17,945.75
4	VGlobalTech January Website Maintenance	3499	\$ 125.00
TOTAL			\$ 30,214.32



Secretary/Assistant Secretary



Chairperson



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	Cepira Landscape Wellspring January Landscaping	ORL1066	\$ 2,708.00
TOTAL			\$ 2,708.00

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

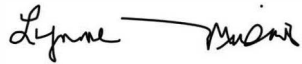
PFM Group Consulting LLC
LaneA@pfm.com | web pfm.com
phone 407.723.5900 (**direct phone 407.723.5925**) | fax 407.723.5901
3501 Quadrangle Blvd., Ste. 270 | Orlando, FL 32817
(**new address as of July 29, 2021**)

MYRTLE CREEK IMPROVEMENT DISTRICT

Payment Authorization #522

1/14/2022

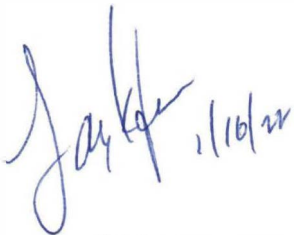
Item No.	Payee	Invoice Number	General Fund
1	OUC Service 12/01/2021 - 01/03/2022	Acct: 4782400001	\$ 1,618.37
TOTAL			\$ 1,618.37



Secretary/Assistant Secretary



Chairperson



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

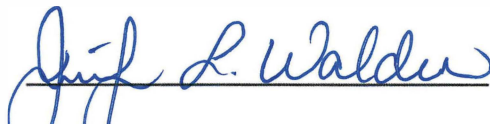
Received Wednesday, January 19, 2022 - ALane

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-01e2022-034	\$ 3,541.67
	December Reimbursables	OE-EXP-01e027	\$ 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


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

**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
<u>Assets</u>					
<u>Current Assets</u>					
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	<u>\$1,421,131.80</u>	<u>\$2,298,009.52</u>	<u>\$401,935.14</u>	<u>\$0.00</u>	<u>\$4,121,076.46</u>
<u>Investments</u>					
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	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$16,500,000.00</u>	<u>\$16,500,000.00</u>
Total Assets	<u><u>\$1,421,131.80</u></u>	<u><u>\$2,298,009.52</u></u>	<u><u>\$401,935.14</u></u>	<u><u>\$16,500,000.00</u></u>	<u><u>\$20,621,076.46</u></u>
<u>Liabilities and Net Assets</u>					
<u>Current Liabilities</u>					
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	<u>\$309,301.23</u>	<u>\$468,610.73</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$777,911.96</u>
<u>Long Term Liabilities</u>					
Revenue Bonds Payable - Long-Term				\$16,500,000.00	\$16,500,000.00
Total Long Term Liabilities	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$16,500,000.00</u>	<u>\$16,500,000.00</u>
Total Liabilities	<u><u>\$309,301.23</u></u>	<u><u>\$468,610.73</u></u>	<u><u>\$0.00</u></u>	<u><u>\$16,500,000.00</u></u>	<u><u>\$17,277,911.96</u></u>
<u>Net Assets</u>					
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	<u><u>\$1,111,830.57</u></u>	<u><u>\$1,829,398.79</u></u>	<u><u>\$401,935.14</u></u>	<u><u>\$0.00</u></u>	<u><u>\$3,343,164.50</u></u>
Total Liabilities and Net Assets	<u><u>\$1,421,131.80</u></u>	<u><u>\$2,298,009.52</u></u>	<u><u>\$401,935.14</u></u>	<u><u>\$16,500,000.00</u></u>	<u><u>\$20,621,076.46</u></u>

Myrtle Creek Improvement District
Statement of Activities
As of 1/31/2022

	General Fund	Debt Service	Capital Projects Fund	General Long- Term Debt	Total
<u>Revenues</u>					
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	<u>\$568,129.69</u>	<u>\$867,775.17</u>	<u>\$103.25</u>	<u>\$0.00</u>	<u>\$1,436,008.11</u>
<u>Expenses</u>					
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	<u>\$180,610.65</u>	<u>\$278,500.00</u>	<u>\$103.25</u>	<u>\$0.00</u>	<u>\$459,213.90</u>
<u>Other Revenues (Expenses) & Gains (Losses)</u>					
Interest Income	\$148.72				\$148.72
Interest Income		\$20.40			20.40
Interest Income			\$7.47		7.47
Total Other Revenues (Expenses) & Gains (Losses)	<u>\$148.72</u>	<u>\$20.40</u>	<u>\$7.47</u>	<u>\$0.00</u>	<u>\$176.59</u>
Change In Net Assets	\$387,667.76	\$589,295.57	\$7.47	\$0.00	\$976,970.80
Net Assets At Beginning Of Year	<u>\$724,162.81</u>	<u>\$1,240,103.22</u>	<u>\$401,927.67</u>	<u>\$0.00</u>	<u>\$2,366,193.70</u>
Net Assets At End Of Year	<u><u>\$1,111,830.57</u></u>	<u><u>\$1,829,398.79</u></u>	<u><u>\$401,935.14</u></u>	<u><u>\$0.00</u></u>	<u><u>\$3,343,164.50</u></u>

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

	Actual	Budget	Variance	FY 2022 Adopted Budget	Percentage Variance
<u>Revenues</u>					
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%
<u>General & Administrative Expenses</u>					
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