

MYRTLE CREEK IMPROVEMENT DISTRICT BOARD OF SUPERVISORS' MEETING MINUTES

FIRST ORDER OF BUSINESS

The Board of Supervisors' Meeting for the Myrtle Creek Improvement District was called to order on Tuesday, March 16, 2021, at 5:00 p.m. at Courtyard Orlando Lake Nona, 6955 Tavistock Lakes Blvd, Orlando, FL 32827.

Present:

Bob da Silva	Chairman	
Kam Shenai	Vice Chairman	
Marsha Leed	Assistant Secretary	
Kyle Scholl	Assistant Secretary	(via phone)
John Lynaugh	Assistant Secretary	(via phone)

Also attending:

Jennifer Walden	PFM	
Amanda Lane	PFM	(via phone)
Tucker Mackie	Hopping Green & Sams	(via phone)
Deborah Sier	Hopping Green & Sams	(via phone)
Jeff Newton	Donald W. McIntosh Associates, Inc.	(via phone)
Larry Kaufmann	Construction Supervisor & Construction Committee Member	(via phone)
Carlos Negron	Irrigation Specialist	(via phone)
Matt McDermott	Construction Committee Member	
Chris Wilson	Construction Committee Member	

SECOND ORDER OF BUSINESS

Public Comment Period

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

THIRD ORDER OF BUSINESS

Consideration of the Minutes of the February 16, 2021, Board of Supervisors' Meeting

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

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

FOURTH ORDER OF BUSINESS

Review of Fiscal Year 2022 Operations and Maintenance Budget

Ms. Walden explained this item was brought before the Board to start conversations about what is needed in the budget. The Construction Committee had an initial review and discussed slight increases to the budget based on upcoming needs. District staff will continue to review the budget, seek input from all parties involved, and continue discussion with the Board. The preliminary budget is slated for approval at the May meeting with the final budget adoption at a public hearing to be held in August. No action is required today other than to see if the Board had any initial input.

Mr. da Silva asked if it will be in April or May that the district will discuss the budget line by line. Ms. Walden stated District staff will have more discussions outside the Board Meeting and will bring it back in April for further discussion and May for the preliminary budget approval and set the public hearing date for August. Mr. da Silva said two years ago the Board discussed including residents in the District in this process and they were unable to last year due to Covid restrictions. He asked Mr. Lynaugh if the HOA at Village Walk still desire the District to include the residents in review of these issue and hosting a meeting in a few months. Ms. Walden asked if there were any restrictions because at this location there is a limit of 10 individuals. Mr. da Silva asked Mr. Lynaugh to talk to other members of the HOA about that offline.

A question was raised if those doing the preliminary calculations for the budget would flag anything that might be a major increase. Ms. Walden confirmed they would flag any major increases. Mr. Shenai commented on his observations for the budget related to the increase to Contingency, District Irrigation, Miscellaneous and Field Operations. He wants the budget to be no greater than what the District will spend. Mr. da Silva commented the Construction Committee has worked on this and there will be opportunity for them to discuss those numbers, this is the preliminary number and it can go lower by August but not higher, and the District cannot budget to just what it needs because the District will not have any other opportunity to borrow money or get other funds to operate the District. Mr. Shenai explained how he came to the conclusion of the budget by comparing the actual budget for the last few Fiscal Years.

Ms. Leed asked if there is a reason contingency increased because usually it is done by percentage. Ms. Walden stated the way the District starts the budget adoption process is they look at the line items and they do not start with changing the overall budget or assessment amount. The District kept the on roll assessments the same and put the difference into the contingency line item to start. It might not end up in that line item.

Mr. Kaufmann will connect with the School Board and try to come up with their final plan for the entrance and to confirm that they will be constructing any handicap ramps or crossings which may need constructed. Ms. Walden mentioned the reason why District staff left the on roll assessments the same is because the District does not want to take an increase and typically the District will not lower it because if they lower the assessments and it goes up next year the District will have to go through the assessment process which costs the District money to do. Mr. da Silva stated the homeowner's individual assessments will decrease for Fiscal Year 2022 because KPMG will be contributing to the assessments as well as the County Club. A lengthy discussion took place about the trail and benches and how much the trail repair would cost. A discussion took place about the pedestrian crossing at the Enclave.

Ms. Walden asked the Board if there were any other items they would like District staff to look into. The Board discussed landscape enhancements. Lake Nona Blvd work ends at Advent Health. The section of

road that is still torn up is because it is in the Narcoossee Road Widening Project and that section is delayed because of unforeseen utilities underground. The City is pushing the County and Felix to come to an agreement so the work can resume.

Ms. Walden summarizes the discussion by noting, District staff will look into the access from the Village Walk to the school and who is responsible for it, whether it is the HOA or the District, so the Board will know if they need to budget for that. The Construction Committee will review the trail repair and provide an update with a plan for repair or replacement. The Construction Committee will review the landscape enhancements and provide an update of the plan.

If the Board wants to install more benches a suggestion was made to put them on the street side of the trail which is on City property instead of private property. The District would have to get a special permit for that. A discussion took place regarding the safety of the benches.

FIFTH ORDER OF BUSINESS

Consideration of Agreement with Bryant Miller Oliver for Bond Counsel Services

Ms. Sier explained at the time the District was established they engaged the services of Mr. Williams with Akerman who retired in May 2020. Since then District staff has been looking for another firm to serve as Bond Counsel. District Counsel has experience working with Bryant Miller Olive and in particular Misty Taylor, who would be working with the District. She recommended the District approve the Fee Agreement with Bryant Miller Olive and noted that Myrtle Creek's sister districts have similarly retained Bryant Miller Olive.

On Motion by Mr. Lynaugh, second by Mr. Shenai, with all in favor, the Board of Supervisors for the Myrtle Creek Improvement District approved the Agreement with Bryant Miller Olive.

SIXTH ORDER OF BUSINESS

Ratification of Operation and Maintenance Expenditures Paid in February 2021 in an amount totaling \$64,919.89

Board Members reviewed Operation and Maintenance Expenditures Paid in February 2021 in an amount totaling \$64,919.89. These have already been approved and just 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 the Operation and Maintenance Expenditures Paid in February 2021 in an amount totaling \$64,919.89

SEVENTH ORDER OF BUSINESS

Recommendation of Work Authorization/Proposed Services

Mr. Kaufmann presented a work authorization from Berman Construction for six deer crossing signs in the amount of \$4,939.39. This wasn't originally proposed as part of the Capital Improvement Project. A discussion took place regarding the pole and its color. The cost would come out of the O&M budget which the Board was not prepared for. This work authorization will be tabled to the next meeting.

Mr. Kaufmann presented a work authorization from Berman Construction in the amount of \$1,257.00 to repair the damaged asphalt for the trail attached to the agenda as Exhibit A.

On Motion by Mr. da Silva, second by Mr. Shenai, with all in favor, the Board of Supervisors for the Myrtle Creek Improvement District approved the Work Authorization from Berman Construction in the amount of \$1,257.00 to repair the damaged asphalt for the trail.

EIGHTH ORDER OF BUSINESS

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

Board Members reviewed the Statement of Financial Position and Budget to Actual through February 2021. The District has total expenses of \$261,500.00 vs a budget of \$919,000.00. No action is required by the Board.

NINTH ORDER OF BUSINESS

Staff Reports

District Counsel – No Report

District Manager – Ms. Walden noted the next meeting is scheduled for Tuesday, April 20, 2021 at the hotel.

District Engineer – No Report

Construction Supervisor – No Report

District Landscape Supervisor- Mr. Thacker announced that Paul Stephens is no longer with the firm and introduced Carlos Negrón who will serve as the new Irrigation Specialist.

Irrigation Supervisor- No Report

TENTH ORDER OF BUSINESS

Supervisor and Audience Comments & Adjournment

There were no Supervisor requests or audience comments, so Ms. Walden requested a motion to adjourn.

On Motion by Mr. Shenai, second by Mr. da Silva, with all in favor, the March 16, 2021, meeting of the Board of Supervisors for the Myrtle Creek Improvement District was adjourned.


Secretary/Assistant Secretary


Chair/Vice Chair