

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, April 20, 2021, at 5:01 p.m. at Courtyard Orlando Lake Nona, 6955 Tavistock Lakes 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	(via phone)

Also attending:

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

SECOND ORDER OF BUSINESS

Public Comment Period

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

THIRD ORDER OF BUSINESS

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

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

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

FOURTH ORDER OF BUSINESS

Review of Fiscal Year 2022 Operations and Maintenance Budget

Ms. Walden explained the proposed budget was brought before the Board again this month for further input. The preliminary budget is slated for approval at the May meeting, with the final budget adoption at a public hearing in August. No action is required today other than to see if the Board had any additional input.

Ms. Walden noted that once the preliminary budget is approved, the Board may reduce the budget but may not increase it. She directed the Board's attention to the budget item description, which was included this year. The Board discussed various line items in terms of what has been spent in prior years, what has been spent so far this year, and what has been budgeted for the upcoming year.

Mr. Thacker explained that since the last Board meeting, District staff took a closer look at what the District will spend between now and the end of the Fiscal Year, which is September 30, 2021. Historically, the District has spent roughly \$75,000.00 per year on plant replacement. Because of the Orange County construction project along Lake Nona Boulevard, the Board decided not to budget for the plant replacement over the last few years. Now that the construction is completing, plant replacement is again included in the budget. When looking at the anticipated 2021 total expenditures, the two items that changed dramatically from last month's presentation are the plant replacement increasing and the contingency decreasing. Overall, anticipated expenditures are still coming in under budget. Mr. Lynaugh asked what is happening with the contingency line item. Mr. da Silva stated that it was revenue that was unspent. Mr. Lynaugh asked if it is a floating number that moves between years. Mr. da Silva said yes. Ms. Walden clarified that at the end of Fiscal Year 2020, while the District did not expend all the funds budgeted as contingency, there were other line items where the District was over budget. The contingency funds were used to prevent a budget shortfall. Mr. Lynaugh asked if the District anticipated spending \$128,000.00 between now and September 30, 2021 on flowers and plants. Mr. Thacker stated that Mr. McDermott has a presentation on the landscape enhancements for the Board's consideration today. Staff recommends about \$250,000.00 in enhancements over the next two years, with \$125,000.00 allocated to this year and \$125,000.00 for next year.

Mr. Scholl thanked District staff for their efforts to keep costs down. He wanted to note that there are two ways the District can add value to the community. First, by offering the homeowner a lesser fee by reducing the budget and second, by beautifying the neighborhood with landscaping enhancements. He thinks the District should spend some money on flower and plant enhancement since Lake Nona Boulevard has been under construction for quite some time.

A question was raised about the planting plan. Mr. McDermott stated he spoke with Cepra and told them what the District wants to do. They gave a plan to him and Mr. Thacker, who reviewed it yesterday. The plan is not complete, but it allowed Mr. Thacker to estimate \$250,000.00 over the next two years for flower and plant replacement in the District.

Mr. McDermott presented a landscape enhancement plan (Minutes Exhibit A) to take place over the next two years. There are 40 proposed enhancements, some of which still need to be refined in consultation with Cepra, so he selected 10 or so of those for the meeting today. Proposal No. 1 is enhancing the entrance as individuals come off the bridge on the south side of Lake Nona. The three main points he and Mr. Thacker looked at were safety, color, and maintenance. Over the next month, he and Mr. Thacker will seek approval from the Board to spend the money they are requesting from the Board today. Ms. Leed asked if included in each proposal were irrigation items. Mr. McDermott replied that in each proposal, there is an irrigation modification number. So, if areas are going from plants to sod, they will need to change out irrigation heads and visa-versa. The proposals are inclusive of installing the landscape and making any necessary changes

to keep it healthy. These landscape enhancements all fall under the plant and flower replacement budgeted line item and will not affect the irrigation repair line item. A discussion ensued regarding specific plant and tree types that would be best in the community.

Mr. Shenai discussed the contingency line item. He stated the Board may want to decide on what amount should be in the District's reserve. For example, replacement of the trail may be needed. He suggested that a set amount be put in the reserve for various enhancements every year. Discussion ensued.

Mr. McDermott will refine the landscape enhancement proposals over the next five months. He will present a complete package with the locations and maps. Mr. Lynaugh liked the Cepra plan and wants District staff to move forward.

On Motion by Mr. Lynaugh, second by Mr. Shenai, with all in favor, the Board of Supervisors for the Myrtle Creek Improvement District approved Mr. McDermott to move ahead and refine the details of the Cepra Flower and Plant Replacement Enhancement plan.

Mr. da Silva asked Mr. McDermott to review the plants proposed in light of their survival rates. Mr. McDermott agreed to address survival rates while refining the enhancement plans.

FIFTH ORDER OF BUSINESS

Ratification of Operation and Maintenance Expenditures Paid in March 2021 in an amount totaling \$42,109.99

The Board reviewed Operation and Maintenance Expenditures Paid in March 2021 in an amount totaling \$42,109.99. These have already been approved and need to be ratified by the Board.

On Motion by Mr. Lynaugh, second by Mr. da Silva, with all in favor, the Board of Supervisors for the Myrtle Creek Improvement District approved the Operation and Maintenance Expenditures Paid in March 2021 in an amount totaling \$42,109.99.

SIXTH ORDER OF BUSINESS

Recommendation of Work Authorizations/Proposed Services

This item was brought back before the Board after having been tabled at the last meeting. A discussion took place about installing six new deer crossing signs.

On Motion by Mr. da Silva, second by Mr. Shenai, with all in favor, the Board of Supervisors for the Myrtle Creek Improvement District chose not to authorize the work for the deer crossing signs.

SEVENTH ORDER OF BUSINESS

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

Ms. Walden noted through March 31, 2021, the District has total expenses of \$296,500.00 versus a budget of \$919,000.00. No action is required by the Board.

EIGHTH ORDER OF BUSINESS

Staff Reports

District Counsel –

No Report

District Manager –

Ms. Walden noted the next meeting is scheduled for Tuesday, May 18, 2021, at the Courtyard Orlando Lake Nona. The proposed budget will be considered at that meeting, so at least three Board Members are needed to be present in person. The public hearing date will be set at that meeting.

Discussion ensued regarding how to communicate with the residents about the budget. Mr. Lynaugh stated the HOA is starting a monthly newsletter to be published around May 1, 2021 which does include a link to the website. Information about the CDD can be put in that newsletter to keep the residents informed.

Mr. Shenai asked Ms. Walden about the website traffic study. Ms. Walden sent a follow-up to the website vendor to see where the District stands with that request. She is hopeful to hear something soon.

District Engineer –

No Report

Construction Supervisor –

No Report

District Landscape Supervisor –

No Report

Irrigation Supervisor –

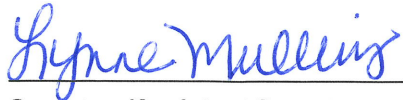
No Report

NINTH ORDER OF BUSINESS

Supervisor Requests & Adjournment

There were no Supervisor requests. Ms. Walden requested a motion to adjourn.

On Motion by Mr. Shenai, second by Mr. Lynaugh, with all in favor, the April 20, 2021 meeting of the Board of Supervisors for the Myrtle Creek Improvement District was adjourned.



Secretary/Assistant Secretary



Chair/Vice Chair

EXHIBIT A

Lake Nona Boulevard and Wellspring Drive Landscape Enhancements

April 15th, 2021

CEPRA Landscape



CEPRA
LANDSCAPE

Proposal 1

(Top Left)
Existing Schilling and
Magnolias



(Top Right)
Remove existing
Schilling and install
Bougainvillea 'Helen
Johnson', Crinum
Lilies, and St.
Augustine sod



(Bottom Middle)
No rendering provided -
photo is for location
reference only



Create rounded plant
bed and install
Bougainvillea 'Helen
Johnson'

Proposal 5

(Top Middle)

No rendering provided -
photo is for location
reference only; remove
existing Jasmine
beneath Magnolias and
install St. Augustine sod
between plant bed and
curb



(Bottom Left)

Existing Plumbago
beneath Washingtonia
Palms



(Bottom Right)

Remove existing
Plumbago beneath
Washingtonia Palms and
install Schefflera
'Trinette' and St.
Augustine sod



Proposal 9

(Top Left)
Existing Liriope in
bullnose



(Top Right)
Remove existing Liriope
and install perennial
planting in bullnose



(Bottom Left)
Existing Liriope in
bullnose



(Bottom Right)
Remove existing Liriope
and install perennial
planting in bullnose



Proposal 11



(Left) Existing utility to be screened



(Right) Install Podocarpus to screen utility; install St. Augustine sod to cover empty mulched area

Proposal 12

(Top Middle)

No rendering provided -
photo is for location
reference only; install
St. Augustine sod
beneath Magnolias



(Bottom Left)

Existing Crape Myrtles
and Jasmine in
boulevard

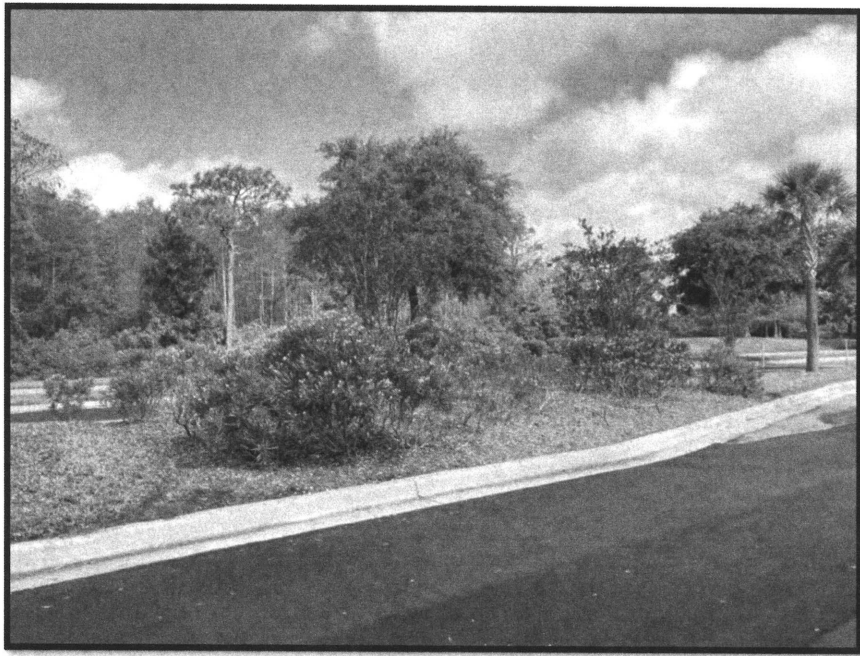


(Bottom Right)

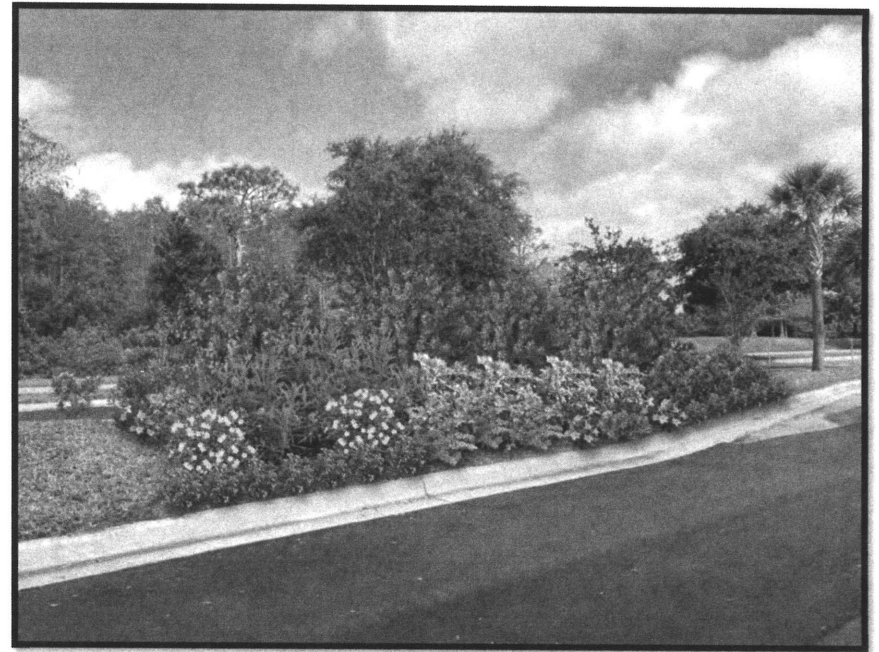
Remove existing
Jasmine and install
Panama Rose and St.
Augustine sod



Proposal 14



(Left) Existing Oleander and Crape Myrtles



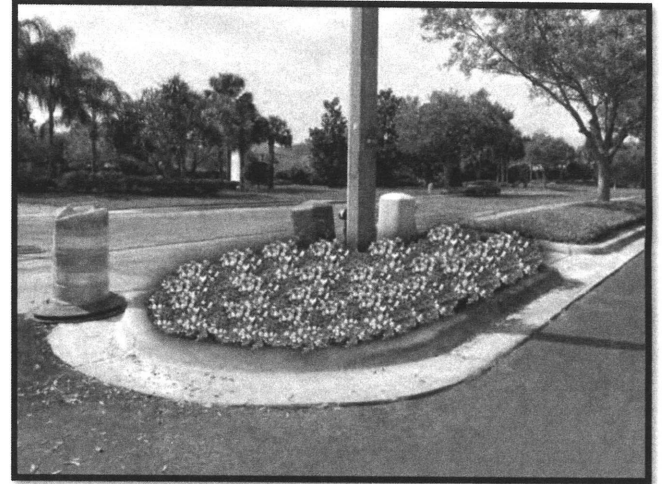
(Right) Remove existing Oleander and install perennial planting

Proposal 17

(Top Left)
Existing bullnose



(Top Right)
Remove Oleander and
install annuals in
bullnose



(Bottom Left)
Existing bullnose



(Bottom Right)
Remove Oleander and
install annuals in
bullnose



Proposal 18

(Top Left)
Existing Bald Cypress



(Top Right)
Install Xanadu and St.
Augustine sod



(Bottom Left)
Existing Shumard Oaks
and Jasmine

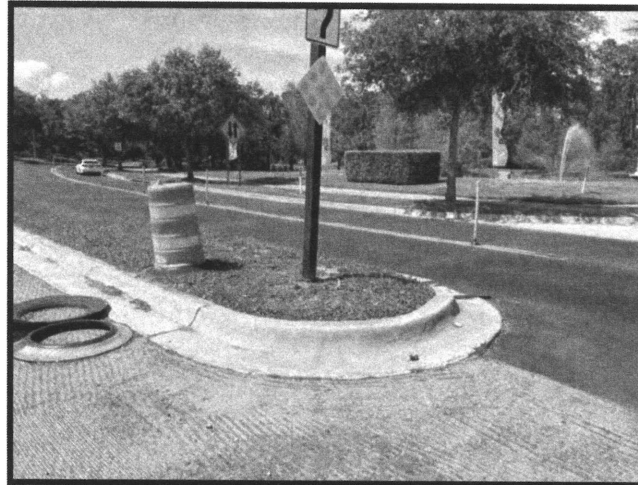


(Bottom Right)
Remove existing
Jasmine and install
Variegated Shell
Jasmine and St.
Augustine sod

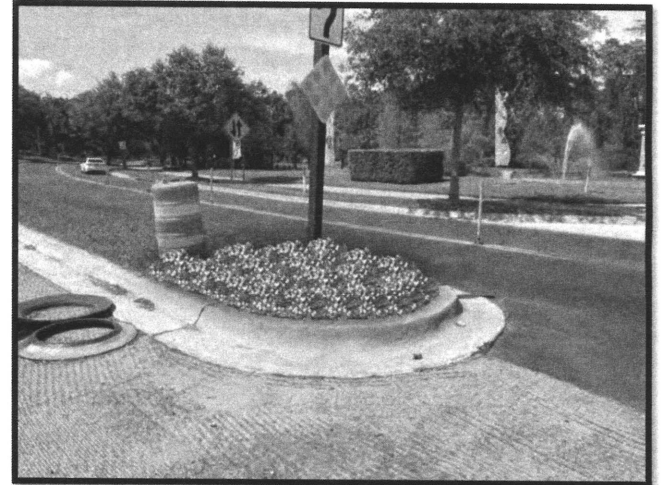


Proposal 25

(Top Left)
Existing bullnose



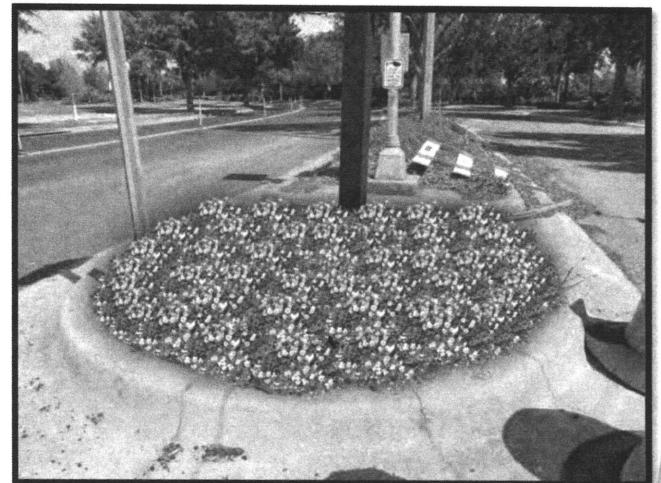
(Top Right)
Install annuals in
bullnose



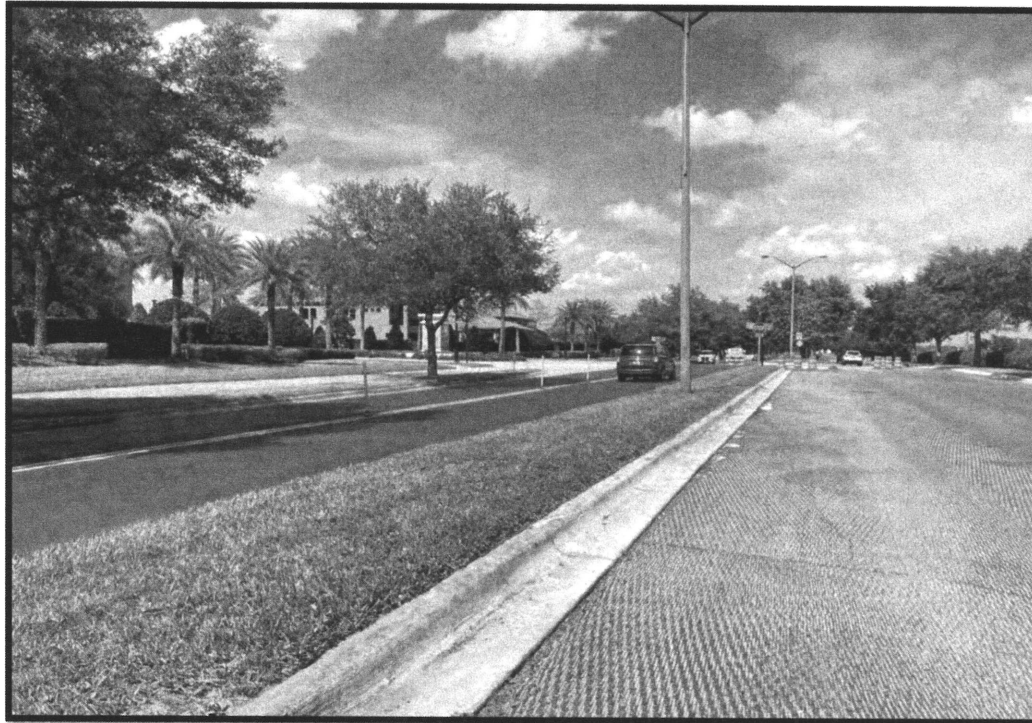
(Bottom Left)
Existing bullnose



(Bottom Right)
Install annuals in
bullnose

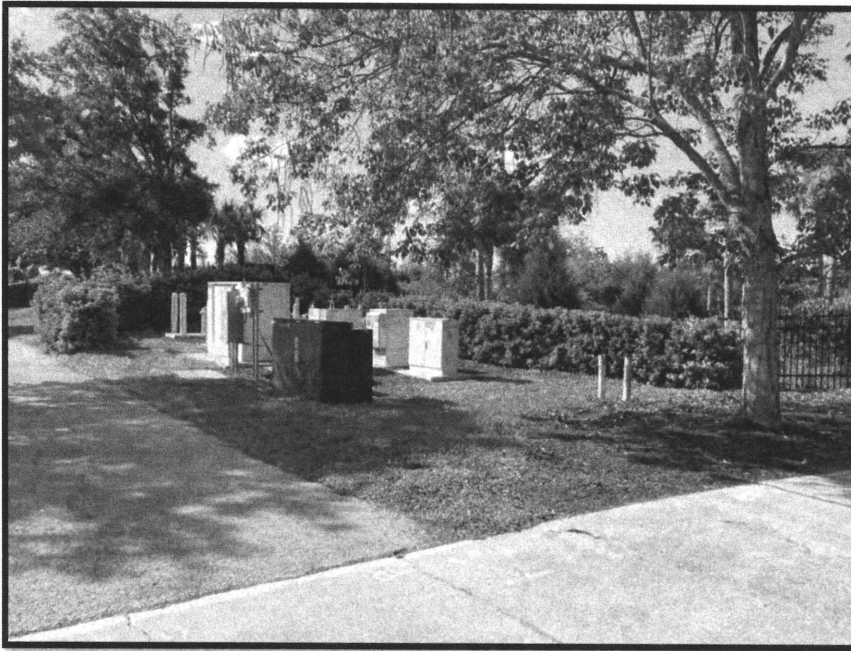


Proposal 28



No rendering provided - photo is for location reference only; install Cabbage Palms on both sides of Light Post

Proposal 34



(Left) Existing utilities

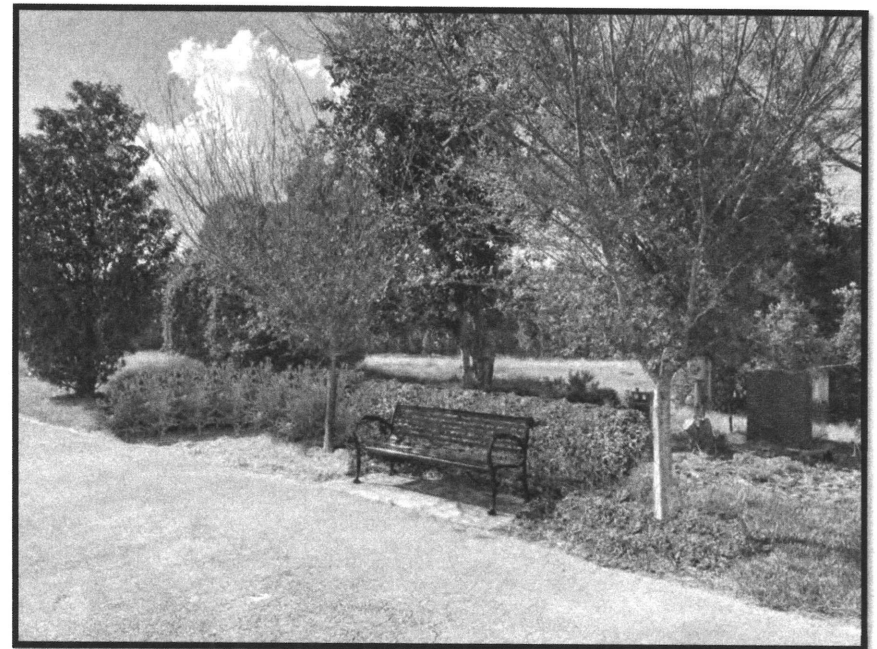


(Right) Screen utilities with Sweet Viburnum

Proposal 36



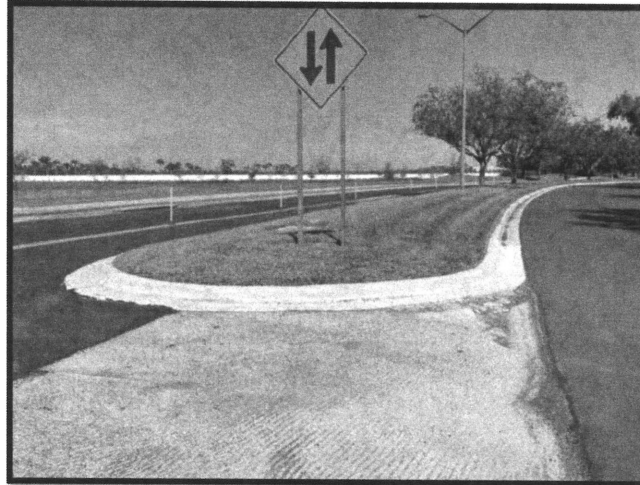
(Left) Existing bench areas (three total)



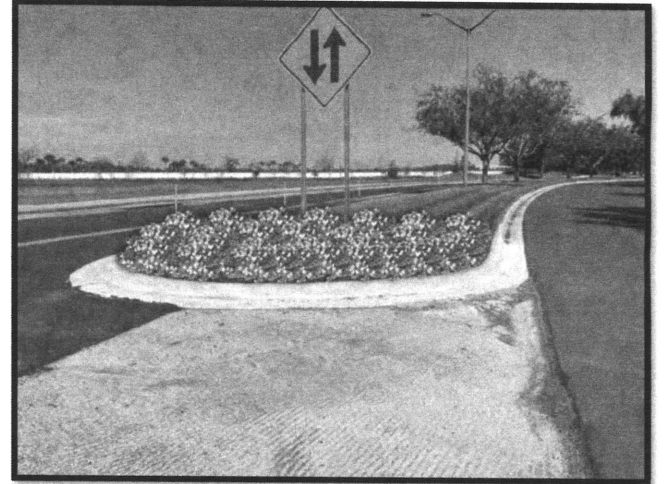
(Right) Remove existing Muhly Grass, Anise, and Viburnum and install Tea Olive and Panama Rose (three total bench areas)

Proposal 37

(Top Left)
Existing bullnose



(Top Right)
Install annuals in
bullnose



(Bottom Left) Existing
bullnose



(Bottom Right) Install
annuals in bullnose



Proposal 37, CONT.

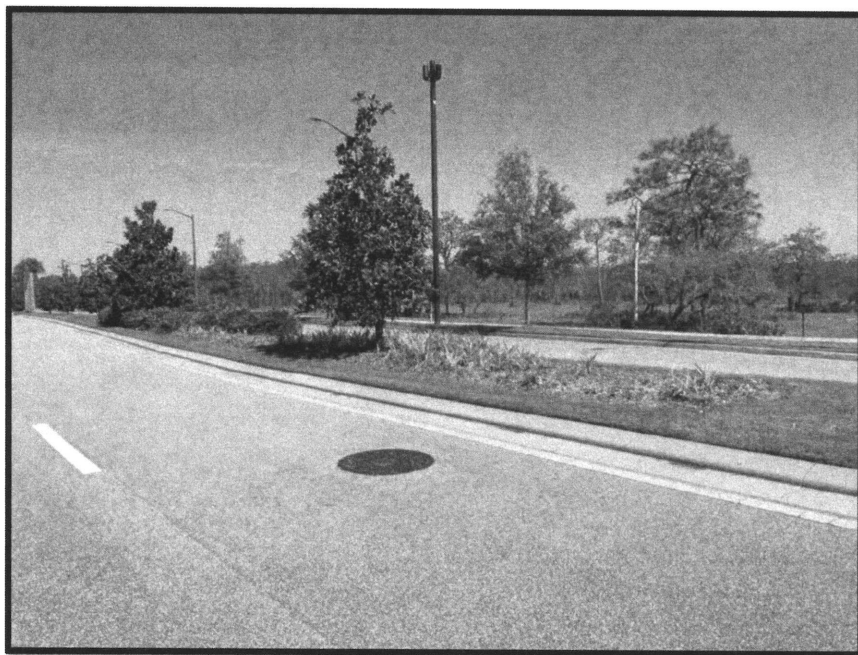


(Left) Existing bullnose and boulevard



(Right) Remove existing Society Garlic and Flax Lily and install annuals, Schefflera 'Trinette', Bougainvillea 'TRL', and Zoysia sod

Proposal 39



(Left) Existing Flax Lily



(Right) Remove Flax Lily and install
Bottlebrush 'Little John'