

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, June 15, 2021, at 5:00 p.m. at the 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

Also attending:

Jennifer Walden	PFM	
Lynne Mullins	PFM	(via phone)
Tucker Mackie	Hopping Green & Sams	
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	
Chris Wilson	Construction Committee Member	

SECOND ORDER OF BUSINESS

Public Comment Period

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

THIRD ORDER OF BUSINESS

Consideration of the Minutes of the May 18, 2021 Board of Supervisors' Meeting

Board Members reviewed the minutes from the May 18, 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 May 18, 2021 Board of Supervisors' Meeting.

FOURTH ORDER OF BUSINESS

Review & Acceptance of Fiscal Year 2020 Audit

Ms. Walden noted District staff reviewed the audit and provided comments. It was a standard and clean audit and there were no deficiencies in internal controls that would be considered material weaknesses. Ms. Walden requested a motion to accept the Fiscal Year 2020 Audit.

On Motion by Mr. da Silva, second by Mr. Shenai, with all in favor, the Board of Supervisors for the Myrtle Creek Improvement District accepted the Fiscal Year 2020 Audit.

FIFTH ORDER OF BUSINESS

Request to Advertise an RFQ to Prequalify Contractors for District Infrastructure Projects

Ms. Mackie explained the District has typically gone through this RFQ process every five years. She explained that the District prequalifies contractors to realize some efficiencies when bidding out construction projects over the statutory threshold. This District does not anticipate the need for construction services, but since the sister Districts are going through this process, District staff recommends this District does the same to realize some economies of scale. District staff anticipates advertising the Request for Qualifications after the July 7, 2021 meeting of the Midtown Improvement District, which would allow 30 days for interested parties to submit packages. The Construction Committee will review the submissions and make recommendations on which contractors to prequalify to each of the Boards at their August meetings.

Ms. Leed asked if the contractor list was for specific improvement work or for general work. Ms. Mackie stated it is for general work. She explained that the projects are typically substantial in nature so the District is looking at other requirements such as bonding capacity, personnel, evidence of ability to handle projects of the size and scope that the Districts will undertake, and other threshold requirements. Mr. Shenai asked if the trail repair would fall under this. Ms. Mackie responded that it would depend on the dollar amount. If the trail repair ends up being under the threshold amount, it is not required to go through the public procurement process. Ms. Leed asked how many prequalified contractors the District has had in the past. Ms. Mackie stated 7-10 contractors have typically been pre-qualified, but on any one project, only 3-4 typically send in a bid. Ms. Leed asked if you would then have to take the lowest bidder. Ms. Mackie responded that is correct since the District already looked at the other factors in the prequalification process. She added that sometimes schedule or timeframe can be considered. Mr. Newton added that if District staff thought a project would exceed the threshold, the District could issue an RFP and get multiple bids rather than utilizing the prequalified contractors list.

On Motion by Mr. Shenai, second by Mr. Lynaugh, with all in favor, the Board of Supervisors for the Myrtle Creek Improvement District authorized District Staff to advertise an RFQ to Prequalify Contractors for District Infrastructure Projects.

SIXTH ORDER OF BUSINESS

Ratification of Operation and Maintenance Expenditures Paid in May 2021 in an amount totaling \$33,186.31

The Board reviewed Operation and Maintenance Expenditures Paid in May 2021 in an amount totaling \$33,186.31.

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 May 2021 in an amount totaling \$33,186.31.

SEVENTH ORDER OF BUSINESS

Recommendation of Work Authorization/Proposed Services

Mr. Kaufmann stated there were no Work Authorizations for this District.

EIGHTH ORDER OF BUSINESS

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

Ms. Walden noted through May 31, 2021, the District has total expenses of \$369,000.00 versus a budget of \$919,000.00. No action is required by the Board.

Mr. Shenai stated the finances look good. He commented on the irrigation repairs and how things appear to be improving. He asked District staff about the reimbursement from the County. Ms. Mackie received information from Felix that they are looking to complete the project and it will be addressed with the County at the end of the project. However, no matter what resolution Felix reaches with the County, those amounts are due to the District and the District will continue to demand them.. Mr. Wilson stated that the project has approximately 4-6 months of work to complete. Felix has gone to the County with a change order which includes reimbursement to the District for damage done to District property. The County has gone on record to say they are rejecting the change order.

A discussion took place about taking action for reimbursement and the cost to do so. District Counsel suggested preparing a letter and a draft complaint and delivering them to the County, Felix, and Orange County Utilities. A suggestion was made to contact the representatives for the City and County to explain the District's dilemma prior to initiating a lawsuit.

Mr. Shenai commented on the flower and plant replacement line item. He asked if the District is on track to spend the \$125,000.00. Mr. McDermott confirmed it will hit the budget in the coming months.

Mr. da Silva asked Ms. Mackie to copy him and Mr. Lynaugh with the letters she sends to the representatives of the County and City.

NINTH ORDER OF BUSINESS

Staff Reports

District Counsel –

No Report

District Manager – Ms. Walden noted the next meeting is scheduled for Tuesday, July 20, 2021, at the Courtyard Orlando Lake Nona.

District Engineer – No Report

Construction Supervisor – No Report

District Landscape Supervisor- Mr. McDermott stated it took some time to get the MOT approved, which is why there was a start delay. Demo should be done this week, and over the next couple of weeks there should be plantings and mulching. He hopes to come to the July meeting with news that it's complete for the year. There were concerns about the reclaimed water but there are no known issues currently. He noted that pressures have increased, and rain has helped as well. The District should see better irrigation going forward.


Irrigation Supervisor- No Report

TENTH ORDER OF BUSINESS

Supervisor Requests & Adjournment

Mr. Shenai discussed the Financial Disclosure Form 1. Ms. Walden reminded the Board it is due by July 1, 2021. There were no additional comments, so Ms. Walden requested a motion to adjourn.

On Motion by Mr. Shenai, second by Mr. Lynaugh, with all in favor, the June 15, 2021 meeting of the Board of Supervisors for the Myrtle Creek Improvement District was adjourned.


Secretary/Assistant Secretary


Chair/Vice Chair