

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, September 21, 2021, at 5:07 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	
Lynne Mullins	PFM	(via phone)
Amanda Lane	PFM	(via phone)
Tucker Mackie	Hopping Green & Sams	
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. Walden called for public comments. There were no public comments at this time.

THIRD ORDER OF BUSINESS

Consideration of the Minutes of the August 17, 2021, Board of Supervisors' Meeting

Board Members reviewed the minutes from the August 17, 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 August 17, 2021, Board of Supervisors' Meeting.

FOURTH ORDER OF BUSINESS

Consideration of Resolution 2021-08, Designating Registered Agent

Ms. Walden requested that the Registered Agent be updated to be herself, Jennifer Walden, and use the new PFM East Orlando address, which is 3501 Quadrangle Blvd., Suite 270, Orlando, FL 32817.

On Motion by Mr. da Silva, second by Mr. Scholl, with all in favor, the Board of Supervisors for the Myrtle Creek Improvement District approved Resolution 2021-08, Designating Registered Agent.

FIFTH ORDER OF BUSINESS

Consideration of Resolution 2021-09, Designating Primary Administrative Office and Local Records Office

Ms. Walden stated the District needs to update the Primary Administrative Office and Local Records Office as PFM's office has moved.

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 Resolution 2021-09, Designating Primary Administrative Office and Local Records Office to PFM East Orlando Office at 3501 Quadrangle Blvd., Suite 270 Orlando, FL 32817.

SIXTH ORDER OF BUSINESS

Discussion regarding Receipt of Funds in Connection with Conveyance of Interchange Pond Acreage

Ms. Mackie explained in 2006 the Boggy Creek Improvement District acquired two interchange ponds for which Myrtle Creek ID and Greenway ID contributed a percentage of funds proportionate to the acreage of the Districts at the time of the acquisition. Neighboring property owners requested to acquire various slivers of those ponds to better accommodate development of the adjacent land. Given that it was surplus property that was not needed for drainage purposes, the Boggy Creek Improvement District approved that conveyance and closed prior to today's meeting. The total acquisition value was consistent with what the Districts paid at the time in 2006, so approximately \$122,650.00 was the cumulative total of the acquisition. Myrtle Creek's portion of that is \$38,634.75. The District can utilize those proceeds for operation and maintenance purposes, for additional construction improvements, and/or reserves. No action is required by the Board.

SEVENTH ORDER OF BUSINESS

Discussion regarding Recommendation on District Reserves

Ms. Walden explained that District staff is still working on gathering information and this is an item the Construction Committee will be discussing at their next meeting. This item will be brought back before the Board once there is more information to share.

EIGHTH ORDER OF BUSINESS

Ratification of Operation and Maintenance Expenditures Paid in August 2021 in an amount totaling \$202,981.42

The Board reviewed Operation and Maintenance Expenditures Paid in August 2021 in an amount totaling \$202,981.42. These have been approved and just need to be ratified.

On Motion by Mr. Scholl, 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 August 2021 in an amount totaling \$202,981.42.

NINTH ORDER OF BUSINESS

Recommendation of Work Authorization/Proposed Services

There were no Work Authorizations for this District.

TENTH ORDER OF BUSINESS

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

The Board reviewed the District Financial Statements through August 31, 2021. The total expenses for the District are \$698,000.00 vs. an overall budget of \$919,000.00. The District is trending to stay under budget. No action is required by the Board.

ELEVENTH ORDER OF BUSINESS

Staff Reports

District Counsel –

Ms. Mackie had no report. Mr. Shenai asked about the \$37,000.00 from Felix. Ms. Mackie stated that, at the end of the last Board Meeting, District staff was directed to not pursue those funds and Felix is still working through their Change Order. District staff will continue to monitor the situation.

District Manager –

Ms. Walden noted the next meeting is scheduled for October 19, 2021, at the same time and location. The Board stated it is possible there might not be a quorum at that meeting. Ms. Walden said the Board can reschedule now or cancel the meeting. The Board decided to keep the meeting date and a decision will be made the week before regarding cancellation or rescheduling the meeting.

Ms. Walden explained the Accountant was emailed by the Trustee that there are excess funds in the Myrtle Creek 2016 Reserve account of

\$1,847.46. Per the Second Supplemental Trust Indenture, excess funds due to income earnings can be applied as directed by the District. The Board directed the District Manager to put the \$1,847.46 in the General Fund.

District Engineer –

No Report

Construction Supervisor –

Mr. Kaufmann stated the Construction Committee received a notification from the Developer that they intend to extend Performance Drive down south and connecting to Lake Nona Blvd. Construction will begin soon and it will affect the rear entrance to Village Walk. This is a Developer Funded Project so there is no charge to the Myrtle Creek ID, but there will be some assistance needed from the District to get it completed.

District Landscape Supervisor- No Report.

Irrigation Supervisor-

No Report

TWELFTH ORDER OF BUSINESS

Supervisor Requests & Adjournment

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

On Motion by Mr. da Silva, second by Mr. Shenai, with all in favor, the September 21, 2021, meeting of the Board of Supervisors for the Myrtle Creek Improvement District was adjourned.


Secretary/Assistant Secretary


Chair/Vice Chair