

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, May 18, 2021, at 5:00 p.m. at Courtyard Orlando Lake Nona, 6955 Tavistock Lakes Blvd, Orlando, FL 32827.

Present:

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

Also attending:

Jennifer Walden	PFM	(via phone)
Lynne Mullins	PFM	
Amanda Lane	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)
Scott Thacker	District Landscape Supervisor	
Matt McDermott	Construction Committee Member	
Chris Wilson	Construction Committee Member	

SECOND ORDER OF BUSINESS

Public Comment Period

Ms. Mullins asked for public comments. None were heard.

THIRD ORDER OF BUSINESS

Consideration of the Minutes of the April 20, 2021, Board of Supervisors' Meeting

Board Members reviewed the minutes from the April 20, 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 April 20, 2021, Board of Supervisors' Meeting.

FOURTH ORDER OF BUSINESS

Letter from Supervisor of Elections – Orange County

Ms. Mullins explained she received a letter from the Supervisor of Elections - Orange County. The District is required to state on the record the number of registered voters within the District. As of April 15, 2021, the District has 2,342 registered voters. No action is required.

FIFTH ORDER OF BUSINESS

Consideration of District Management Fee Increase Letter for Fiscal Year 2021 & 2022

Ms. Mullins presented the District Management Fee Increase Letter for Fiscal Year 2021 and 2022. This item was discussed last year and was put on hold. The District shifted the amount into the Administrative Miscellaneous expense line item for consideration later in Fiscal Year 2021. The District Manager is respectfully requesting a \$2,500 increase which would become effective June 1, 2021. The annual fee of \$42,500.00 would continue into Fiscal Year 2022 and is factored into the Fiscal Year 2022 budget. She added that the last increase was back in Fiscal Year 2018.

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 District Management Fee Increase Letter for Fiscal Year 2021 & 2022.

SIXTH ORDER OF BUSINESS

Consideration of Resolution 2021-04, Approving a Preliminary Budget for Fiscal Year 2022 and Setting a Public Hearing Date

Ms. Mullins explained the preliminary budgets are listed behind Tab 4 as an exhibit to the Resolution. The overall O&M budget has expenses of \$1,009,565.28 with assessments remaining the same at \$858,801.80 and a carryforward of \$84,565.28. As a reminder, the District is approving the overall budget and the line items can be adjusted prior to the final budget being adopted. Also, the overall budget amount can always be reduced, but it cannot be increased after it is approved today. Along with approving the Preliminary Budget, District staff is suggesting August 17, 2021, at 5:00 PM at this location for the public hearing.

Ms. Leed raised a concern about District staff posting the budget only two days prior to the Budget Public Hearing. Ms. Mullins clarified that the budgets will be posted to the District website later in the week. She added that the District is only required to post it two days prior to the public hearing.

Mr. Shenai discussed that the on-roll assessment will be slightly lower per home because of the ERU. Ms. Mullins agreed.

Mr. Shenai had questions pertaining to the reserves and contingency line item. He did research and found Hillsborough County stated reserves and contingency cannot be more than 10% of the total revenues. He asked if that limit is applicable to the District. Ms. Mackie stated that it does not apply to Community Development Districts. A CDD does not have the same budgetary requirements as a County or City might

have as they have separate rules. The CDD does not have a reserve requirement but the Board may discuss and decide how they would like to move forward with those items.

On Motion by Mr. Shenai, second by Mr. Lynaugh, with all in favor, the Board of Supervisors for the Myrtle Creek Improvement District approved Resolution 2021-04, Approving a Preliminary Budget and Setting April 17, 2021, at 5:00 p.m. at the Courtyard by Marriott Orlando Lake Nona, 6955 Tavistock Lakes Blvd., Orlando, Florida 32827 for the Public Hearing date.

SEVENTH ORDER OF BUSINESS

Ratification of Operation and Maintenance Expenditures Paid in April 2021 in an amount totaling \$16,823.02

The Board reviewed the Operation and Maintenance Expenditures paid in April 2021 in an amount totaling \$16,823.02. Ms. Mullins noted that these have been approved and paid and just need to be ratified by the Board.

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 Operation and Maintenance Expenditures Paid in April 2021 in an amount totaling \$16,823.02.

EIGHTH ORDER OF BUSINESS

Recommendation of Work Authorization/Proposed Services

Mr. Lynaugh had asked Ms. Mullins to put the deer crossing signs back in the agenda for consideration. He explained he feels it would be advisable to warn motorists of the possibility of deer. A discussion took place. Ms. Mackie stated she will work with Mr. Newton and Mr. Kaufmann to determine who best to reach out to at the City to discuss the issue and the process of installing deer crossing signs.

NINTH ORDER OF BUSINESS

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

Ms. Mullins noted through April 30, 2021, the District has total expenses of \$330,500.00 versus a budget of \$919,000.00. 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, June 15, 2021, at the Courtyard Orlando Lake Nona.

Ms. Leed asked if the District had hired someone to analyze the District website usage. Ms. Mullins noted the Board previously approved that item and it was a standard one-time fee. Ms. Walden added if the District moves forward, they will be charged the one-time fee but if the District makes changes in the future, there will be a per hour charge. She was trying to avoid that per hour charge by ensuring the proposed scope of service has everything the Board wanted. The Board stated they were good with those items. Ms. Walden will move forward with the website usage analysis.

District Engineer –

No Report

Construction Supervisor –

Mr. Kaufmann presented a proposal from Southern Development & Construction and A1 Paving and Asphalt (Minutes Exhibit A) for the trail reconstruction. The proposal is for \$582,000.00 which includes milling the resurfacing of the trail and doing any necessary repairs for the entire length of the trail. The trail is approximately three miles long. He added that the maintenance of traffic may be underestimated because of rerouting pedestrian and bicycle traffic during the construction process. Based on this proposal, \$700,000.00 is likely closer to the turnkey number to consider for the entire trail. He added that there are certain sections of the trail that do not have adjacent trees and may have a longer lifecycle than other areas where tree roots can impact the trail. Due to that, the Board may want to consider doing this in sections. He noted caveats and exclusions for testing, permits, design plans, asphalt price increase, and survey and layout that the District would have to consider if they wanted to do the entire length. Mr. da Silva asked if this is being brought to the Board for approval today or if this is just for budgeting purposes. Mr. Kaufmann responded that this was brought today per the request of the Board and is a preliminary look at the magnitude of the potential cost to repair and rehabilitate the entire trail. A discussion took place. Mr. Newton discussed the lifecycle of the trail and this proposal being for planning purposes. Mr. Shenai asked when the trail was built. Mr. Kaufmann noted that the trail was completed in 2006. Mr. Shenai discussed how the reserves will need to be used for a project of this magnitude. More discussion took place with no action decided.

District Landscape Supervisor-

Mr. McDermott presented a landscaping proposal to the Board (Minutes Exhibit B). He stated that he wants to do landscape improvements to the

medians this year and next year will be the Narcoossee entrance, some of the parkways between the curb and right-of-way, and some tree replacements. He also included a map depicting the bed numbers towards the end. On the last page of the proposal is the total cost and how the previously approved \$125,000.00 will be split over the next two years. Mr. Lynaugh asked how long these improvements will last, how frequently the District will have to replace them, and what that would cost. Mr. McDermott replied that trees last a long time, shrubs last 12-15 years, and flowers are changed out four times per year. The only place annuals were added was by the entrance at Nautica Drive and Village Walk. Everything else has perennials, shrubs, and trees. Mr. da Silva asked how tall the Viburnum will get. Mr. McDermott stated he would keep the Viburnum around three feet due to visibility and safety concerns.

Mr. Shenai asked about the location on Lake Nona Boulevard and Narcoossee. Mr. McDermott stated it is not included in the proposal, but it will be something the District does in Fiscal Year 2022. Ms. Leed asked if there is a timeline on when construction will be done there. Mr. Wilson replied that the area at the Narcoossee Road intersection has encountered some additional utility conflicts. In addition, there is a 20" force main that Orange County is going to be putting in just south of the 417 and goes all the way up to Moss Park Road. So, the installation of the second lift of asphalt in that section will be delayed until they get that work completed. The additional work the Expressway Authority will be doing at the intersection will also keep that area in a mess for a little bit longer. These are all things adding time to the construction project. The Board approved the initial proposal at the last meeting, but they acknowledged the ongoing construction work and directed Mr. McDermott to continue with the landscaping plans.

Mr. Kaufmann discussed the sidewalk at the school site. In working with the School Board and the City, the City has agreed to complete the sidewalk, extending it from where it currently terminates, at the south side of the driveway leading to the existing Lift Station, to the existing sidewalk on the north side of James Bay Drive, including a pedestrian crosswalk and ramp connection to the existing sidewalk. It is to be completed before the school session opens for next year. Mr. McDermott looked at the landscape plan for that area. He noted that the City is not removing the screening plants so there will be minimal landscape work required.

ELEVENTH ORDER OF BUSINESS

**Supervisor Requests &
Adjournment**

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

On Motion by Mr. Shenai, second by Mr. Lynaugh, with all in favor, the May 18, 2021, meeting of the Board of Supervisors for the Myrtle Creek Improvement District was adjourned.


Secretary/Assistant Secretary


Chair/Vice Chair

EXHIBIT A



Southern Development & Construction

2544 Connection Point

Oviedo, FL 32765

Contact: Shane Cox

Phone: 321-251-0535

Fax:



Quote To: DWMA
Attn: Jeff Newton
Phone: 407-644-4068 x 127
Email: jjnewton@dwma.com

Job Name: Lake Nona Gateway Rd Trail
Date of Plans: ROM
Revision Date:

Proposal Date: 5-18-2021

HCSS 21-107

ITEM	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	AMOUNT
11	MOB / GENERAL CONDITIONS	1.00	LS	17,350.00	17,350.00
20	CONSTR. LAYOUT / AS-BUILTS	1.00	LS	12,750.00	12,750.00
25	MAINTENANCE OF TRAFFIC	1.00	LS	36,950.00	36,950.00
30	SINGLE ROW SILT FENCE	15,900.00	LF	2.00	31,800.00
40	INLET PROTECTION	30.00	EA	200.00	6,000.00
50	2' SODDING / GRADING	17,000.00	SY	4.75	80,750.00
60	BASE REPAIR @ ROOT DAMAGE	1,500.00	SY	24.00	36,000.00
100	1 1/2" MILLING	21,200.00	SY	4.75	100,700.00
110	1 1/2" SP 9.5 ASPHALT - ONE LIFT	21,200.00	SY	12.25	259,700.00
GRAND TOTAL					\$582,000.00

NOTES:

Proposal based on plans:

Dated: N/A

By: N/A

Geotech Report:N/A

This proposals and notes shall become an attachment to the contract.

This work is based on a completion date by XXXX 2021, or an agreed project schedule as an attachment to the contract jointly prepared by Owner and SDC.

MOBILIZATIONS:

- Project is based on one (1) mobilizations.
- Project includes four (4) asphalt mobilizations. Additional mobs are \$ 2,500/each
-

PROJECT SPECIFIC NOTES:

- Rough Order of Magnitude Budget (ROM)
-

GENERAL NOTES:

- Testing and/or inspections, shall be conducted by others and is not included in this proposal.
- Cost of permits other than those listed below is excluded.

NOI for the National Pollution Discharge Elimination System (NPDES)

- Any other permits in which SDC obtains will be reimbursed by the Owner/Developer.
 - Excludes relocation or removal of existing utilities unless specified. They may include any of the following:
 - (Gas services or gas mains, Phone lines, Cable, Fiber optic lines or systems, Any other telecom facility, Power - distribution or transmission line (above or underground), Water mains/Services, Reclaimed water mains/services, Irrigation
 - Handling and/or removal of contaminated soils is not included
 - Handling and/or unsuitable soils disposal is excluded unless noted in the schedule of values.
 - Undercutting of soils is excluded unless noted in the schedule of values
 - Removal of invasive plant species by others
 - Gopher tortoise surveys and relocation cost is excluded
 - All excess earth materials generated by the construction of SDC's scope shall become the property of SDC unless otherwise agreed to with the Owner/Developer.
 - Work is to be completed during normal business hours Mon-Fri (7AM -5PM). Night work is excluded.
 - SDC must have 2 weeks advanced notice in order to better assure timely scheduling of the work required for the project.
 - This proposal is furnished as a complete scope of work as defined above and shall be contracted to SDC in its entirety.
- Individual line items cannot be removed unless specific changes are approved by SDC.
- Asphalt pricing is based on the use of the maximum allowable RAP (Recycled Asphalt Product) in the production of the hot mix asphalt, as per the current FDOT standards, unless the item is noted otherwise
 - Liquid asphalt and aggregate pricing can be volatile. Increases of 5% or more will allow unit price adjustments in accordance with the liquid asphalt pricing index provided by FDOT.
 - Unless provided for otherwise in this proposal, this proposal is valid for 30 days from the date of the proposal. If a contract or other agreement is not executed within 30 days, then this proposal is subject to be reviewed for adjustment.
 - **This proposal does not include Payment and Performance Bonds; if required, add 1.5% to the contract price.** Minimum cost is \$ 500.00
 - For Bonded projects: Retainage will not be held until 75% of the current contract amount is completed. Retainage (10%) may be held for the value of the work exceeding 75% of the current contract amount. All remaining retainage to be released upon acceptance by governing municipality.
 - For Non-Bonded projects: Retainage (10%) may be held until 50% of the contract is billed. Upon completion of 51% of the project, retainage shall be reduced to 5%. Upon installation of the 1st lift of Asphalt, retainage shall be reduced to 2.5%. All remaining retainage to be released upon acceptance by governing municipality.
 - This proposal does not include any provisions for participating in either Owner Controlled Insurance Programs (OCIP) or Contractor Controlled Insurance Programs (CCIP) or any other insurance program furnished by others.
 - Prior to mobilization, site survey control, design CAD files and matching PDF plans shall be provided to SDC.
 - Horizontal survey control shall consist of a minimum of three (3) site control points including description of points, northings, eastings and horizontal datum. Vertical control shall consist of a minimum of two (2) site benchmarks including descriptions, elevations and vertical datum. The preferred Software of CAD files is AutoCAD Civil 3D. The preferred file transfer method of CAD files is E-Transmit.

EXHIBIT B

Proposal 1

(Top Left)
Existing Schilling and
Magnolias



(Top Right)
Remove existing Schilling
and install Cape Myrtles,
Bottlebrush 'Little John',
Loropetalum, and St.
Augustine sod



(Bottom Left)
Existing Schilling and Cape
Myrtles



(Bottom Right)
Create rounded plant bed,
remove existing Schilling,
and install Bottlebrush
'Little John' and
Loropetalum



Proposal 4



(Left) Existing entrance to WaterMark Apartments/
Elementary School



(Right) Install Bougainvillea 'TRL' on both sides of
existing Date Palms

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 Confederate
Jasmine 'Green'



Proposal 6



(Left) New boulevard created for turn lane



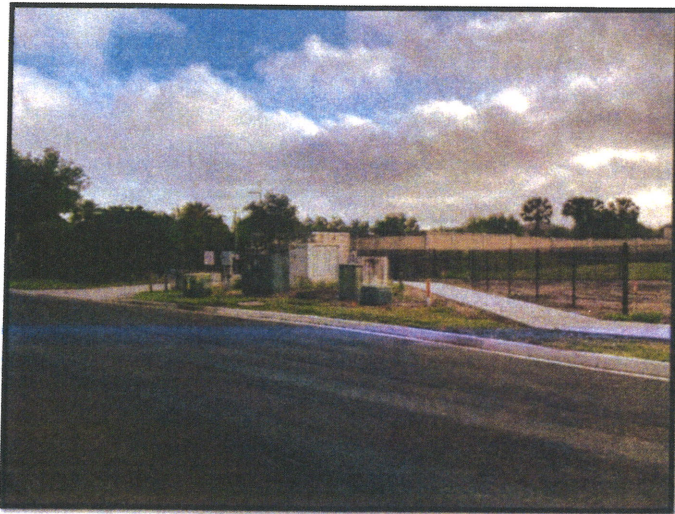
(Right) Install mixed perennial plantings in new
boulevard created for turn lane

Proposal 7

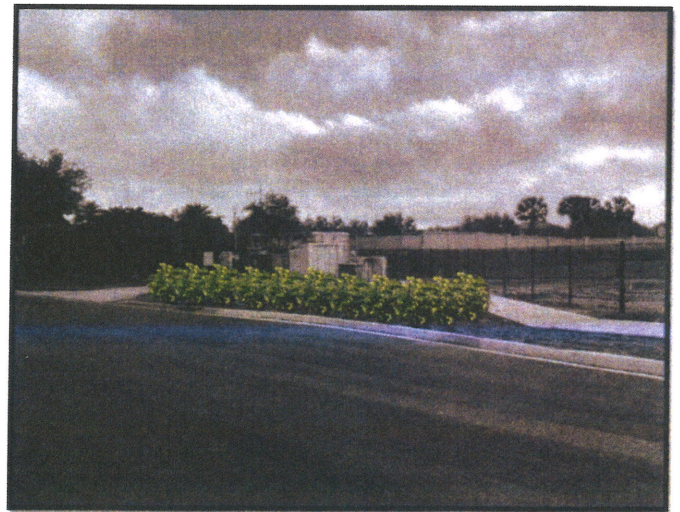
No rendering provided -
photo is for location
reference only; remove
existing Jasmine
beneath Magnolias and
install St. Augustine sod



Proposal 8



(Left) Existing utilities to be screened



(Right) Screen utilities with Viburnum 'Suspensum'

Proposal 10

(Top Middle)
No rendering provided -
photo is for location
reference only; install
St. Augustine beneath
Magnolias



(Bottom Left)
Existing Crape Myrtles
and Jasmine in
boulevard



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



Proposal 11



(Left) Existing utility to be screened



(Right) Install Wax Myrtle to screen utility; install
St. Augustine sod to cover bare 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 13

(Top Left)
Existing Plumbago and
Shumard Oak



(Top Right)
Remove existing
Plumbago and install
Firecracker, one
Shumard Oak in center
of bed, and St.
Augustine sod



(Bottom Middle)
Existing Coontie Palms
and Bald Cypress to
remain



Proposal 14



(Left) Existing Oleander and Crape Myrtles



(Right) Remove existing Oleander and install perennial plantings

Proposal 17

(Top Left)
Existing bullnose



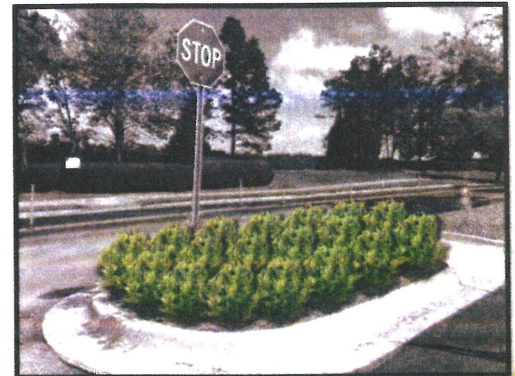
(Top Right)
Remove Oleander and
install Podocarpus
'Pringles' in bullnose



(Bottom Left)
Existing bullnose



(Bottom Right)
Remove Oleander and
install Podocarpus
'Pringles' in bullnose



Proposal 17, CONT.



No rendering provided - photo is for location reference only; remove Jasmine and install St. Augustine sod in boulevard***

Proposal 18

(Top Left)
Existing Bald Cypress



(Top Right)
Install Xanadu, Variegated Shell Ginger, and Ti Plant in a wavy pattern; install St. Augustine sod between new shrubs and curb



(Bottom Left)
Existing Shumard Oaks and Jasmine



(Bottom Right)
Remove existing Jasmine and install Xanadu, Variegated Shell Ginger, and Ti Plant in a wavy pattern; install St. Augustine sod between new shrubs and curb



Proposal 20

(Top Left)
Existing Bald Cypress and shrubs

(Top Right)
Remove existing shrubs and install Xanadu, Stromanthe, and Ti Plant in a wavy pattern; install St. Augustine sod between new shrubs and curb

(Bottom Left)
Existing Shumard Oaks and Jasmine

(Bottom Right)
Remove existing Jasmine and install Xanadu, Stromanthe, and Ti Plant in a wavy pattern; install St. Augustine sod between new shrubs and curb



Proposal 21

(Top Left)
No rendering provided - photo is for location reference only; remove existing Jasmine and install St. Augustine sod in a wavy pattern beneath Magnolias

(Top Right)
No rendering provided - photo is for location reference only; remove existing Jasmine and install St. Augustine sod in a wavy pattern beneath Magnolias

(Bottom Left)
Existing Jasmine and Shumard Oaks

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



Proposal 24

(Top Middle)
Existing Coontie Palms
and Bald Cypress to
remain



(Bottom Left)
Existing Jasmine and
Shumard Oaks



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

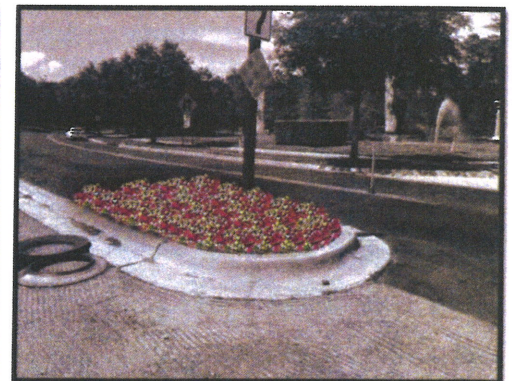


Proposal 25

(Top Left)
Existing bullnose



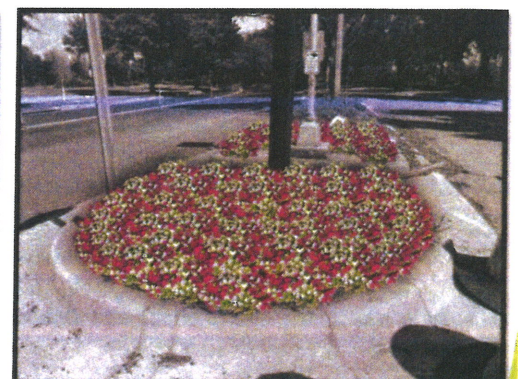
(Top Right)
Install six Cabbage Palms
in boulevard before
annuals; install annuals
in bullnose



(Bottom Left) Existing
bullnose



(Bottom Right) Install
annuals in bullnose and
on the other side of the
crosswalk; remove
existing Jasmine and
Juniper past annuals and
install St. Augustine sod



Proposal 26



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

Proposal 26, CONT.



(Left) Existing Schefflera 'Trinette' and Washingtonia Palms



(Right) Existing Schefflera 'Trinette' is to remain, remove existing Jasmine and install St. Augustine sod between existing Schefflera 'Trinette' and curb; install two Magnolias at end of plant bed

Proposal 27

(Top Left)
Existing Jasmine and
Crape Myrtles



(Top Right)
Remove existing
Jasmine and install
Loropetalum and
St. Augustine sod



(Bottom Middle)
No rendering provided -
photo is for location
reference only; existing
Schefflera 'Trinette' is
to remain, remove
existing Jasmine and
install St. Augustine sod



Proposal 29

(Top Left)
Existing Jasmine and
Crape Myrtles



(Top Right)
Remove existing
Jasmine and install
Panama Rose and St.
Augustine sod



(Bottom Middle)
No rendering provided -
photo is for location
reference only; remove
existing Roses and
install St. Augustine sod



Proposal 30



No rendering provided - photo is for location reference only; install St. Augustine sod between existing Schefflera 'Trinette' and curb

Proposal 31

(Top Left)
Existing Grape Myrtles



(Top Right)
Install Dwarf Allamanda
and St. Augustine sod



(Bottom Middle)
No rendering provided -
photo is for location
reference only; remove
existing Roses and
install St. Augustine sod



Proposal 33



(Left) Existing utilities



(Right) Screen utilities with Philodendron 'Selloum'

Proposal 34



(Left) Existing utilities

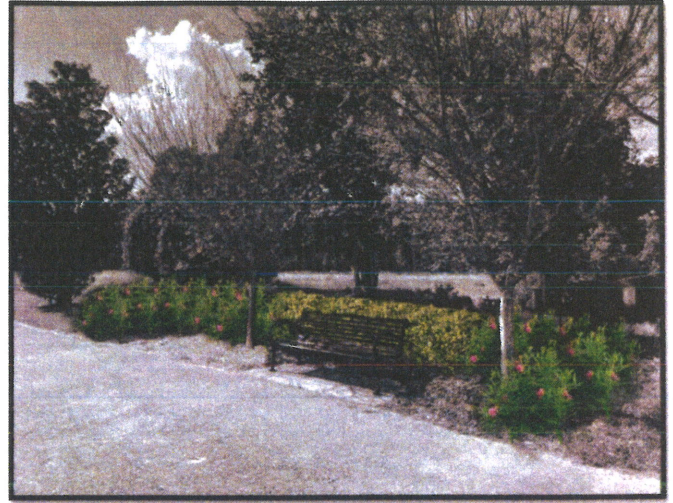


(Right) Screen utilities with Viburnum 'Odoratissimum'

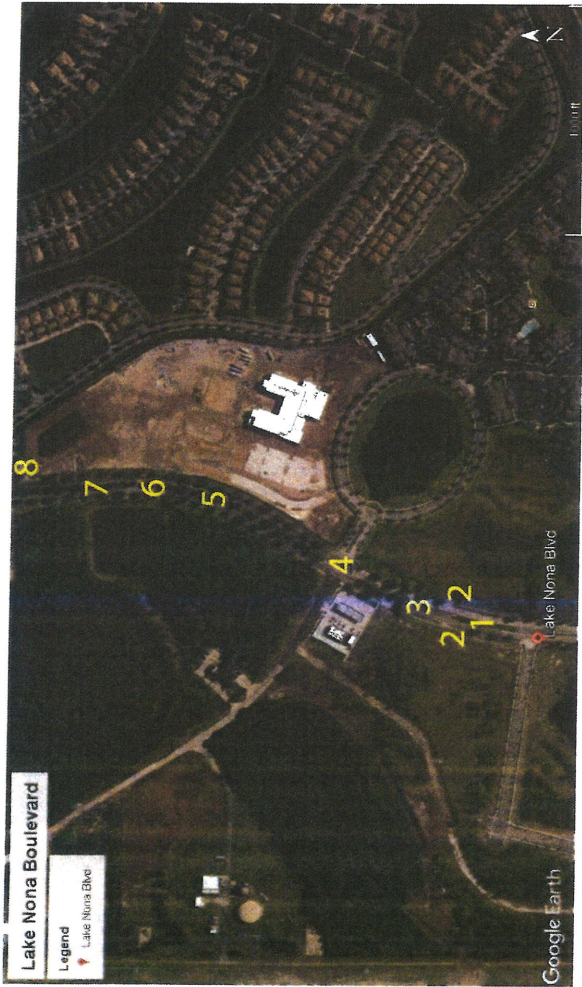
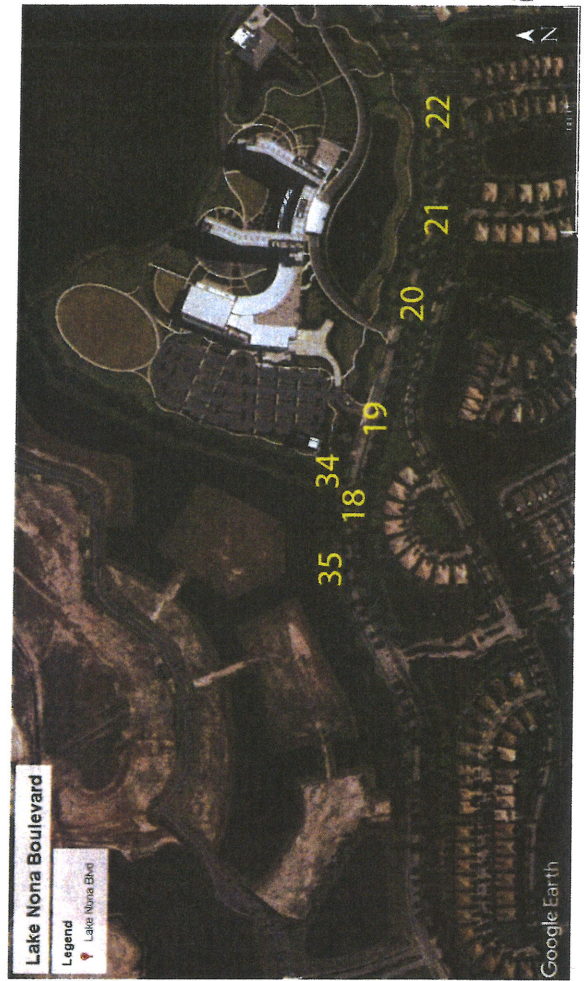
Proposal 36

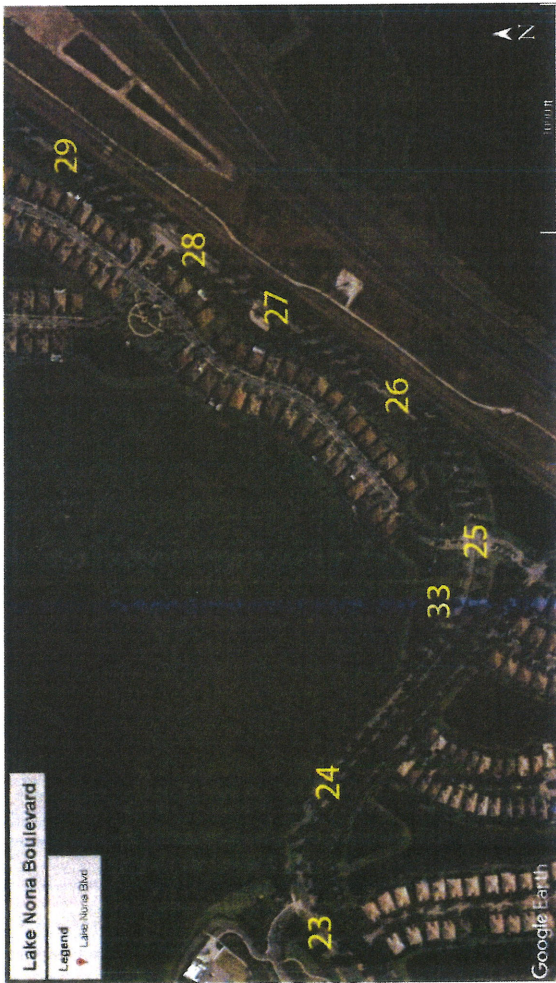
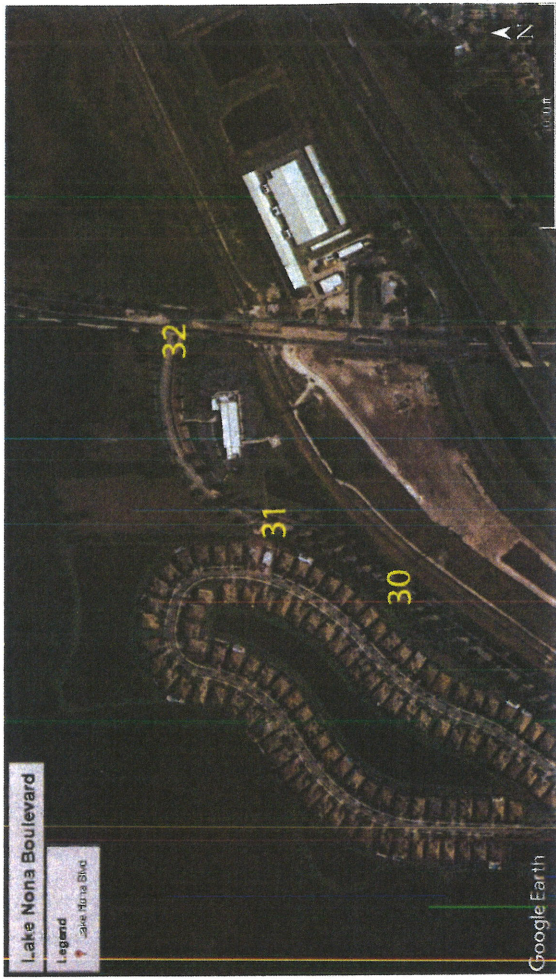


(Left) Existing bench areas (three total)



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





Proposal FY 21 FY 22

1	\$8,418.80		
4.1	\$1,500.00		Bougainvillea only
4.2		\$4,360.80	Sabal Palms in median
5	\$7,131.10		
6	\$1,029.20		
7	\$847.00		
8	\$3,952.50		
9		\$5,297.00	Performance Drive coming soon
10	\$4,463.30		
11	\$1,897.00		
12	\$5,860.50		
13	\$4,222.20		
14	\$3,647.90		
15		\$4,360.80	Sabals
17	\$5,874.40		
18	\$7,151.00		
19		\$8,721.60	Sabals
20	\$6,451.00		
21	\$2,684.20		
22	\$5,230.00		
23		\$4,360.80	Sabals
24	\$4,568.00		
25	\$10,451.20		
26	\$5,238.00		
27	\$4,478.70		
28		\$5,534.00	Sabals
29	\$6,094.50		
30	\$1,204.00		
31	\$4,002.60		
32		\$25,574.00	LNB/Narc Entrance
33	\$946.70		
34	\$2,175.50		
35		\$27,341.80	Berm between Wellspring and KPMG
36	\$2,674.80		
9-8" Oaks		\$36,000.00	9 Trees to be installed by HTFL
Dump	\$8,000.00	\$2,000.00	
Machine	\$2,250.00	\$750.00	
Freight	\$1,300.00	\$650.00	

Total \$123,744.10 \$124,950.80