

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, July 20, 2021, at 5:02 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)
Scott Thacker	District Landscape Supervisor	(via phone)
Chris Wilson	Construction Committee Member	
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 June 15, 2021, Board of Supervisors' Meeting

Board Members reviewed the minutes from the June 15, 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 June 15, 2021, Board of Supervisors' Meeting.

FOURTH ORDER OF BUSINESS

Consideration of Extending Existing Lake Nona Central – Boulevard and Roadways Landscape and Irrigation Maintenance Services Agreement with Cepra

Mr. Thacker explained the Landscape Maintenance Agreement allows the District to renew the contract up to three years. The District is coming to the conclusion of the second year on that contract and he recommended the Board renew the contract for the third year. The District will put out an RFP to bid out the contract for the subsequent Fiscal Year.

Mr. da Silva asked if it is for all the landscape in the District or just a portion. Mr. Thacker stated it includes all the landscape maintenance for the District. Mr. Shenai asked if there is an escalation in cost for the third year. Ms. Walden responded yes but it is already factored into the budget.

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 Extending Existing Lake Nona Central – Boulevard and Roadways Landscape and Irrigation Maintenance Services Agreement with Cepra.

FIFTH ORDER OF BUSINESS

Ratification of Operation and Maintenance Expenditures Paid in June 2021 in an amount totaling \$71,272.09

The Board reviewed Operation and Maintenance Expenditures Paid in June 2021 in an amount totaling \$71,272.09. Ms. Walden stated these have already been approved 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 June 2021 in an amount totaling \$71,272.09.

SIXTH ORDER OF BUSINESS

Recommendation of Work Authorization/Proposed Services

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

SEVENTH ORDER OF BUSINESS

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

Ms. Walden noted through June 30, 2021 the District has total expenses of \$457,000.00 versus a budget of \$919,000.00. No action is required by the Board.

EIGHTH ORDER OF BUSINESS

Staff Reports

<u>District Counsel</u> –	No Report
<u>District Manager</u> –	Ms. Walden noted the next meeting is scheduled for Tuesday, August 17, 2021 for the budget public hearing.
<u>District Engineer</u> –	No Report
<u>Construction Supervisor</u> –	No Report
<u>District Landscape Supervisor</u> –	<p>Mr. McDermott stated landscape enhancements were wrapping up yesterday and today. Everything should be completed per the plans for this Fiscal Year. Discussion ensued regarding the plant products and the limitations in certain areas. Mr. Shenai asked if Mr. McDermott will be within the budget. Mr. McDermott stated he has approximately \$25,000.00 left to spend on the entrance and he will come back to the Board with three options to discuss in October or November.</p> <p>Mr. Lynaugh asked about the documents that were going to be put together to send to the City and Felix to try to be reimbursed. Ms. Mackie stated that she emailed Felix again and received no response so at this point the next step is sending out demand letters which she can prepare. The Board delegated authority to the Chair to review and approve those demand letters. Ms. Mackie explained that depending on the response the Board receives will determine whether or not they want to take action beyond the demand letters. The District is in the best position it could be to recover those costs.</p> <p>Mr. da Silva asked about the prequalification process. Mr. Newton stated the RFQ has been advertised and he has sent out 8-9 prequalification packages to various contractors most of whom are the District's currently prequalified Contractors. They are due back the second week of August. The Construction Committee will then review them and come back to the Board with recommendations at the August meeting.</p>
<u>Irrigation Supervisor</u> –	No Report

NINTH ORDER OF BUSINESS

Supervisor Requests & Adjournment

Mr. da Silva stated he has received documents to be signed such as invoices but there was no backup and he wasn't sure what ICM expenses were. Mr. Kaufmann stated that is the split of the Interchange Maintenance the District received from the Boggy Creek District who is managing that process. He added that he should have received a spreadsheet where the entire interchange cost is set up and will have Ms. Lane be sure to send that backup.

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 July 20, 2021 meeting of the Board of Supervisors for the Myrtle Creek Improvement District was adjourned.


Secretary/Assistant Secretary


Chair/Vice Chair