

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, February 15, 2022, at 5:00 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	(via phone)
Marsha Leed	Assistant Secretary	
Kyle Scholl	Assistant Secretary	(via phone)

Also attending:

Jennifer Walden	PFM	
Lynne Mullins	PFM	(via phone)
Tucker Mackie	Kutak Rock	
Jeff Newton	Donald W. McIntosh Associates, Inc.	
Larry Kaufmann	Construction Supervisor & Construction Committee Member	(via phone)
Scott Thacker	District Landscape Supervisor	

SECOND ORDER OF BUSINESS

Public Comment Period

Ms. Walden called for public comments and noted there is no one from the public present.

THIRD ORDER OF BUSINESS

Consideration of the Minutes of the January 18, 2022, Board of Supervisors' Meeting

Board Members reviewed the minutes from the January 18, 2022, Board of Supervisors' Meeting.

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 the Minutes of the January 18, 2022, Board of Supervisors' Meeting.

FOURTH ORDER OF BUSINESS

Consideration of RFP for District Landscaping & Common Area Maintenance

Ms. Walden explained that District staff has been working on the RFP package for landscape maintenance, and to move forward the Board needs to provide approval on placing the advertisement and approving the evaluation criteria. The evaluation criteria included is the same as used the last time the District did this RFP, with 10 points for understanding of scope, 20 points for technical capability, 20 points for experience and 50 points for price. She noted that this evaluation criteria is different from what the sister Districts have in place and explained the process. Mr. Shenai asked how Cepra has been performing. Mr. Thacker responded that the team is happy with their performance.

On Motion by Mr. Shenai, second by Ms. Leed, with all in favor, the Board of Supervisors for the Myrtle Creek Improvement District approved moving forward with the RFP for District Landscaping & Common Area Maintenance and approved the evaluation criteria as presented.

FIFTH ORDER OF BUSINESS

Ratification of Operation and Maintenance Expenditures Paid in January 2022 in an amount totaling \$39,428.89

The Board reviewed Operation and Maintenance Expenditures Paid in January 2022 in an amount totaling \$39,428.89. Ms. Walden stated these have been approved and need to be ratified by the Board.

On Motion by Mr. da Silva, second by Mr. Shenai, with all in favor, the Board of Supervisors for the Myrtle Creek Improvement District ratified Operation and Maintenance Expenditures Paid in January 2022 in an amount totaling \$39,428.89.

SIXTH ORDER OF BUSINESS

Recommendation of Work Authorization/Proposed Services

Mr. Kaufmann reviewed the Work Authorization from Donald W. McIntosh for a Stormwater Needs Analysis mandated by Florida legislature in the amount of \$9,840.00. This covers the pond adjacent to Wellspring Drive and is to be funded by Tavistock.

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 the Work Authorization from Donald W. McIntosh Associates, Inc. in the amount of \$9,840.00 for the Stormwater Management System Needs Analysis.

SEVENTH ORDER OF BUSINESS

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

The Board reviewed the District's Financial Statements through January 31, 2022. Ms. Walden noted the District has spent \$180,000.00 of the \$1,009,000.00 budget. No action is required by the Board.

EIGHTH ORDER OF BUSINESS

Staff Reports

- District Counsel – Ms. Mackie provided an update on items happening in the legislative session and three key items the team is watching. The first item is the ethics training that may be required for the Board of Supervisors. The second item is the insurance liability cap could be increased from \$200,000.00 to \$1,000,000.00. The third item is the early payment discount may be increased which could result in a possible increase in assessments.
- District Manager – Ms. Walden noted the next meeting is scheduled for Tuesday, March 15, 2022, which is Spring Break week. The Board confirmed there would be a quorum.
- District Engineer – No Report
- Construction Supervisor – Mr. Kaufmann noted that the Developer and the District are considering a round-about at the end of Performance Drive based on the traffic report which is in progress. Ms. Leed asked how long construction would take. Mr. Kaufmann responded that there would be several months for design and permitting and then around a year for construction. Mr. Newton added that it will be a significant construction project as Lake Nona Boulevard will likely need to be realigned to some extent to properly enter and exit the roundabout.
- District Landscape Supervisor – Mr. Thacker stated that Mr. Shenai had sent him some questions. The first one was related to the irrigation repairs and the number of repairs over the last couple of years and the costs. Mr. Thacker explained those repairs have stabilized as the majority of the construction has been completed and the only item outstanding is the median near Narcoossee Road, which should be resolved in the next couple of months. The second one was related to the rain sensors on the irrigation system. Mr. Thacker explained that rain sensors are operational but tend not to be super effective as they don't have great technology. However, the team is in the process of programming the controllers to run off weather stations and run off of moisture and humidity factors. The third one was for an update on the landscape enhancement schedule. Mr. Thacker explained that some additional enhancements are scheduled for this year, the majority of which are slated for the entrance near Narcoossee Road. Once that construction project wraps up there, then the team will assess the best time to handle the enhancements there. The other enhancement areas, which are along Lake Nona Boulevard, are being worked on with Cepra to finalize the next phase. Mr. Shenai added that the median in front of the Village Walk main entrance has been updated with new flowers and that area looks much better.

Irrigation Supervisor-

No Report

NINTH ORDER OF BUSINESS

**Supervisor Requests &
Adjournment**

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

On Motion by Mr. Shenai, second by Mr. da Silva, with all in favor, the February 15, 2022, Meeting of the Board of Supervisors for the Myrtle Creek Improvement District was adjourned.


Secretary/Assistant Secretary


Chair/Vice Chair