

# **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, April 19, 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
Marsha Leed	Assistant Secretary
Kyle Scholl	Assistant Secretary

Also attending:

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

## **SECOND ORDER OF BUSINESS**

### **Public Comment Period**

Ms. Walden called for public comments and noted there are no public comments.

## **THIRD ORDER OF BUSINESS**

### **Consideration of the Minutes of the February 15, 2022, Board of Supervisors' Meeting**

Board Members reviewed the minutes from the February 15, 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 February 15, 2022, Board of Supervisors' Meeting.

#### **FOURTH ORDER OF BUSINESS**

#### **Review of Fiscal Year 2023 Operations & Maintenance Budget**

Ms. Walden explained that this budget is still being worked on by District staff and is on the agenda to see if there is any input from the Board before it is preliminarily approved at the next meeting. Discussion ensued regarding landscape, labor costs, contingency, trail repair and reserves. No action is required.

#### **FIFTH ORDER OF BUSINESS**

#### **Ratification of Operation and Maintenance Expenditures Paid in February 2022 in an amount totaling \$18,438.68**

The Board reviewed Operation and Maintenance Expenditures Paid in February 2022 in an amount totaling \$18,438.68. Ms. Walden stated these have been approved and need to be ratified by the Board.

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 February 2022 in an amount totaling \$18,438.68.

#### **SIXTH ORDER OF BUSINESS**

#### **Ratification of Operation and Maintenance Expenditures Paid in March 2022 in an amount totaling \$77,293.94**

The Board reviewed Operation and Maintenance Expenditures Paid in March 2022 in an amount totaling \$77,293.94. Ms. Walden stated these have been approved and need to be ratified by the Board.

On Motion by Mr. da Silva, second by Mr. Scholl, with all in favor, the Board of Supervisors for the Myrtle Creek Improvement District ratified Operation and Maintenance Expenditures Paid in March 2022 in an amount totaling \$77,293.94.

#### **SEVENTH ORDER OF BUSINESS**

#### **Recommendation of Work Authorization/Proposed Services**

Mr. Kaufmann noted there were no Work Authorizations.

#### **EIGHTH ORDER OF BUSINESS**

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

The Board reviewed the District's Financial Statements through March 31, 2022. Ms. Walden noted the District has spent \$284,000.00 of the \$1,009,000.00 budget. No action is required by the Board. Ms. Leed asked that the percentage variance column header be updated to be listed as percentage spent to correctly reflect what the column is showing.

## **NINTH ORDER OF BUSINESS**

### **Staff Reports**

District Counsel –

No Report

District Manager –

Ms. Walden noted the next meeting is scheduled for Tuesday, May 17, 2022, where the preliminary budget will be approved. She also noted that the Trustee has reached out concerning excess funds in the reserve fund in the amount of \$373.59 and direction is needed on how to move forward. The Board agreed to leave it as is at this time.

District Engineer –

No Report

Construction Supervisor –

Mr. Kaufmann noted that the Developer is in the planning stage for a roundabout at Performance Drive and the west gate of Village Walk. Mr. da Silva asked if this is a new project. Mr. Newton replied that the project had been engineered, bid, awarded, and then terminated at the Developer's request. Now it is coming back to life, but the intersection is being modified to be a roundabout intersection instead of a conventional four-way intersection. Mr. da Silva asked about the timing. Mr. Newton replied that it will be soon. The construction of the road will be moving forward with the plans as currently approved and the roundabout design will be undertaken after commencement of construction as a plan revision. Mr. Kaufmann added that this will take approximately 6 months. Mr. da Silva asked if the Developer is going to hold the contract directly for the work. Mr. Newton replied that is correct.

District Landscape Supervisor- No Report

Irrigation Supervisor- No Report

## **NINTH ORDER OF BUSINESS**

### **Supervisor Requests & Adjournment**

Mr. Shenai asked District staff for some comparison information related to the District and the O&M assessments and thought it would be useful for the rest of the Board to see as well. Ms. Walden presented the document that was put together based on this request (Minutes Exhibit A) explaining some key items over the past couple of years. Discussion ensued regarding the items in the document.

Mr. Scholl asked for an update on the landscape activity at Lake Nona Boulevard and Narcoossee Road. Mr. Thacker replied that Felix is working on finishing up repairing all the irrigation and working with Cepra

to make sure everything is done properly. Once they are done, then the enhancement project can begin. Mr. Scholl then asked about the Lake Nona Boulevard portion that is coned off and when that is estimated to be done. Mr. Thacker replied that isn't with the District, so we don't have a timeline.

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

On Motion by Mr. da Silva, second by Mr. Scholl, with all in favor, the April 19, 2022, Meeting of the Board of Supervisors for the Myrtle Creek Improvement District was adjourned.

  
Secretary/Assistant Secretary

  
Chair/Vice Chair





# **Myrtle Creek Improvement District Updated O&M Information**



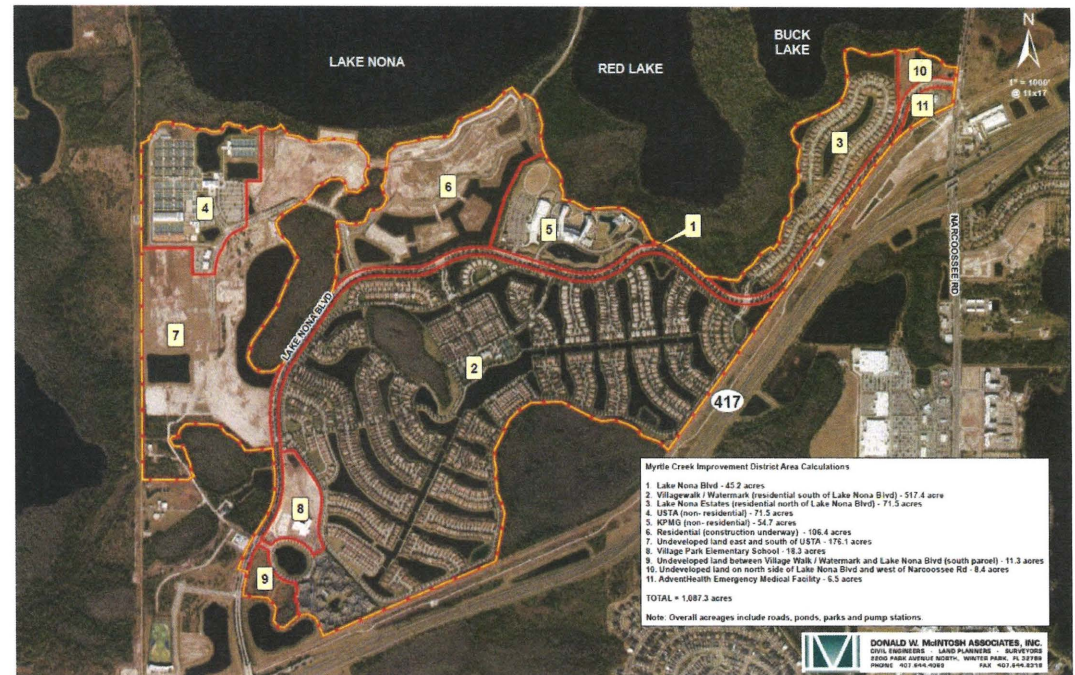


## Map of the District – Established in 2001

### Acres Summary\*

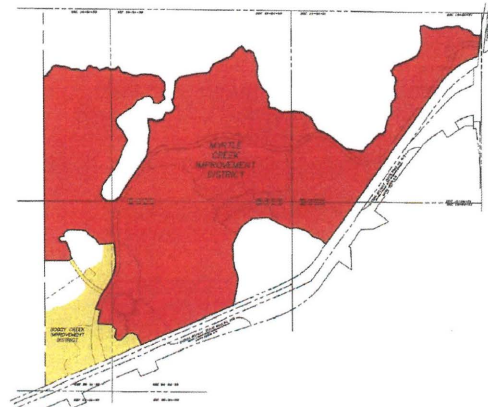
- ◆ MCID – 1,087.35 Total Acres\*\*
- ◆ Existing Residential – 588.9 Acres (54.2%)
- ◆ Existing Commercial – 132.7 Acres (12.2%)
- ◆ School – 18.3 Acres (1.7%)
- ◆ Undeveloped (Vacant) – 302.2 Acres (27.8%)
- ◆ Lake Nona Blvd – 45.2 Acres (4.2%)

\*\*acres include roads, ponds, parks etc... and is for illustrative purposes



### \*Summary of District Expansion:

- ◆ MCID in 2001 – 731.84 acres
- ◆ MCID in 2003 – 734.00 acres
- ◆ MCID in 2006 – 1,087.35 acres





## O&M Assessment – Year Over Year Comparison (1 ERU)

- Summary of Total Budget and Estimated Assessment Levels for a SF – Medium Unit

SUMMARY	2019 Adopted Budget	2020 Adopted Budget	2021 Adopted Budget	2022 Adopted Budget
<b>Revenues</b>				
On-Roll Assessments	\$ 492,716.16	\$ 946,714.70	\$ 858,801.80	\$ 858,801.80
Developer Contributions	-	47,956.00	52,496.00	60,319.50
Money Market Reserve	260,357.44	-	-	-
Carry Forward Reserves	-	-	-	-
Carry Forward Revenue	-	-	-	84,565.28
Net Revenues	\$ 753,073.60	\$ 994,670.70	\$ 911,297.80	\$ 1,003,686.58
<b>True-Cost O&amp;M Budget (Gross - 4%)</b>	<b>\$ 784,451.67</b>	<b>\$ 1,036,115.31</b>	<b>\$ 949,268.54</b>	<b>\$ 1,045,506.85</b>
<b>Budget Increase/Decrease</b>	<b>-3.8%</b>	<b>32.1%</b>	<b>-8.4%</b>	<b>10.1%</b>
Est. Annual ERU Assessment*	\$369.88	\$488.54	\$447.59	\$492.97
Est. Annual ERU Assessment Increase*	-3.8%	32.1%	-8.4%	10.1%
Est. Monthly ERU Assessment	\$30.82	\$40.71	\$37.30	\$41.08

- Summary of Actual Budget and Actual Assessment Level History for a SF – Medium Unit

SUMMARY	2019 Adopted Budget	2020 Adopted Budget	2021 Adopted Budget	2022 Adopted Budget
<b>Actual On-Roll Budget (Gross - 4%)</b>	<b>\$ 513,246.00</b>	<b>\$ 986,161.15</b>	<b>\$ 894,585.21</b>	<b>\$ 894,585.21</b>
On Roll Assesment Increase/Decrease	0.0%	92.1%	-9.3%	0.0%
Actual ERU Annual Assessment	\$228.30	\$488.54	\$360.21	\$358.37
Actual ERU Assessment Increase	0.0%	114.0%	-26.3%	-26.6%
Actual ERU Monthly O&M Assessment	\$19.03	\$40.71	\$30.02	\$29.86

\*For example purposes only (actual - historical ERU values have not been calculated and are not available)