

Myrtle Creek Improvement District

3501 Quadrangle Boulevard, Suite 270, Orlando, FL 32817; Phone: 407-723-5900

www.myrtlecreekid.org

The following is the proposed agenda for the upcoming Meeting of the Board of Supervisors for the Myrtle Creek Improvement District ("District"), scheduled to be held at **5:00 p.m. on Tuesday, November 15, 2022, at Courtyard Orlando Lake Nona, 6955 Lake Nona Blvd, Orlando, FL 32827**. A quorum will be confirmed prior to the start of the meeting.

District Staff, please use the following information to join via the computer or the conference line:

Phone: 1-844-621-3956

Computer: pfmgroup.webex.com

Participant Code: 796 580 192#

BOARD OF SUPERVISORS' MEETING AGENDA

Organizational Matters

- Roll Call to Confirm a Quorum
- Public Comment Period
- 1. **Consideration of the Minutes of the October 18, 2022, Board of Supervisors' Meeting**
(provided under separate cover)

Business Matters

2. **Consideration of Resolution 2023-02, Adopting an Amended Budget for FY 2022** (provided under separate cover)
3. **Ratification of Operation and Maintenance Expenditures Paid in October 2022 in an amount totaling \$74,357.64**
4. **Recommendation of Work Authorization/Proposed Services (if applicable)**
5. **Review of District's Financial Position and Budget to Actual YTD**

Other Business

- A. Staff Reports
 1. District Counsel
 2. District Manager
 3. District Engineer
 4. Construction Supervisor
 5. Landscape Supervisor
 6. Irrigation Supervisor
- B. Supervisor Requests

Adjournment



MYRTLE CREEK IMPROVEMENT DISTRICT

**Minutes of the October 18, 2022,
Board of Supervisors' Meeting**
(provided under separate cover)

MYRTLE CREEK IMPROVEMENT DISTRICT

**Resolution 2023-02,
Adopting an Amended Budget for
Fiscal Year 2022**
(provided under separate cover)

MYRTLE CREEK IMPROVEMENT DISTRICT

**Operation and Maintenance Expenditures Paid in
October 2022 in an amount totaling \$74,357.64**

MYRTLE CREEK IMPROVEMENT DISTRICT

DISTRICT OFFICE • 3501 QUADRANGLE BLVD STE 270 • ORLANDO, FL 32817
PHONE: (407) 723-5900 • FAX: (407) 723-5901

Operation and Maintenance Expenditures For Board Approval

Attached please find the check register listing Operations and Maintenance expenditures paid from October 1, 2022 through October 31, 2022. This does not include expenditures previously approved by the Board.

The total items being presented: **\$74,357.64**

Approval of Expenditures:

_____ Chairman

_____ Vice Chairman

_____ Assistant Secretary

Myrtle Creek Improvement District
AP Check Register (Current by Bank)
Check Dates: 10/1/2022 to 10/31/2022

Check No.	Date	Status*	Vendor ID	Payee Name	Amount
BANK ID: SUN - CITY NATIONAL BANK					001-101-0000-00-01
4213	10/07/22	M	BCID	Boggy Creek Improv. District	\$46.00
4214	10/07/22	M	CEPRA	Cepra Landscape	\$12,875.80
4215	10/13/22	M	AWC	Aquatic Weed Control, Inc.	\$325.00
4216	10/13/22	M	CEPRA	Cepra Landscape	\$1,860.00
4217	10/13/22	M	DEO	Dept. of Economic Opportunity	\$175.00
4218	10/13/22	M	DONMC	Donald W. McIntosh Associates	\$320.63
4219	10/13/22	M	DWCOH	DWC Outdoors & Hauling LLC	\$30,000.00
4220	10/13/22	M	HTFL	Hathaway's Tree Farm & Landscap	\$1,232.00
4221	10/13/22	M	KUTAK	Kutak Rock	\$2,910.58
4222	10/13/22	M	ORLSEN	Orlando Sentinel	\$237.50
4223	10/13/22	M	PFMGC	PFM Group Consulting	\$11,055.23
BANK SUN REGISTER TOTAL:					\$61,037.74
GRAND TOTAL :					\$61,037.74

61,037.74	Checks 4213-4223
8,154.66	PA 556 - Sep. ICM due to Boggy Creek
5,165.24	PA 556 - OUC paid online
74,357.64	O&M cash spent

* Check Status Types: "P" - Printed ; "M" - Manual ; "V" - Void (Void Date) ; "A" - Application; "E" - EFT

MYRTLE CREEK IMPROVEMENT DISTRICT

Funding Request #124

9/2/2022

Item No.	Payee	Invoice Number	General Fund
1	Cepira Landscape		
	Wellspring Sod Replacement	ORL2837	\$ 9,700.00
	Wellspring September Landscaping	ORL2870	\$ 2,708.00
TOTAL			\$ 12,408.00

MYRTLE CREEK IMPROVEMENT DISTRICT

Funding Request #125

9/9/2022

Item No.	Payee	Invoice Number	General Fund
1	Cepira Landscape Wellspring August Irrigation Repairs	ORL2867	\$ 467.80
TOTAL			\$ 467.80

MYRTLE CREEK IMPROVEMENT DISTRICT

Funding Request #126

9/16/2022

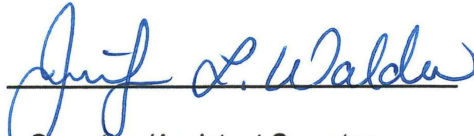
Item No.	Payee	Invoice Number	General Fund
1	Boggy Creek Improvement District Reimbursement for Construction-Related Legal Advertising on Req 265	OSC59792483	\$ 46.00
TOTAL			\$ 46.00

MYRTLE CREEK IMPROVEMENT DISTRICT

Payment Authorization #555

9/30/2022

Item No.	Payee	Invoice Number	General Fund
1	Donald W McIntosh Associates Engineering Services Through 09/09/2022	43191	\$ 320.63
2	DWC Outdoors & Hauling Tree Pruning	1833	\$ 30,000.00
3	Kutak Rock General Counsel Through 08/31/2022	3110979	\$ 2,910.58
4	Orlando Sentinel Legal Advertising on 07/12/2022 (Ad: 7246136)	OSC57271461	\$ 237.50
TOTAL			\$ 33,468.71


Secretary/Assistant Secretary


Chairperson


10/1/22

Myrtle Creek Improvement District
c/o PFM Group Consulting
3501 Quadrangle Boulevard, Ste. 270
Orlando, FL 32817
LaneA@pfm.com // (407) 723-5925

RECEIVED

By Amanda Lane at 5:26 pm, Oct 08, 2022

MYRTLE CREEK IMPROVEMENT DISTRICT

Payment Authorization #556

10/7/2022

Item No.	Payee	Invoice Number	General Fund	Fiscal Year
1	Aquatic Weed Control October Waterway Service	75906	\$ 325.00	FY 2023
2	Berman Construction October Administrator & Irrigation Specialist	22310	\$ 3,000.01	FY 2023
3	Boggy Creek Improvement District September ICM Expenses	ICM2022-12	\$ 8,154.66	FY 2022
4	Cepa Landscape Hurricane Ian Cleanup September Irrigation Repairs	ORL3232 ORL3239	\$ 600.00 \$ 1,260.00	FY 2022 FY 2022
5	Department of Economic Opportunity FY 2023 Annual Fee	86605	\$ 175.00	FY 2023
6	HTFL Tree Injections	10169	\$ 1,232.00	FY 2022
7	OUC Acct: 8795843030 ; Service 09/01/2022 - 10/03/2022	--	\$ 5,165.24	FY 2022
8	PFM Group Consulting June & July Postage FY 2023 Tax Roll DM Fee: October 2022	121886 121959 DM-10-2022-32	\$ 13.56 \$ 7,500.00 \$ 3,541.67	FY 2022 FY 2023 FY 2023

TOTAL \$ 30,967.14

16,425.46	FY 2022
14,541.68	FY 2023


Secretary/Assistant Secretary


Chairperson


10/12/22

Myrtle Creek Improvement District
c/o PFM Group Consulting
3501 Quadrangle Boulevard, Ste. 270
Orlando, FL 32817
LaneA@pfm.com // (407) 723-5925

RECEIVED

By Amanda Lane at 9:08 am, Oct 12, 2022

MYRTLE CREEK IMPROVEMENT DISTRICT

**Work Authorization/Proposed Services
*(if applicable)***

MYRTLE CREEK IMPROVEMENT DISTRICT

**District's Financial Position and
Budget to Actual YTD**

Myrtle Creek Improvement District
Statement of Financial Position
As of 10/31/2022

	General Fund	Debt Service	Capital Projects Fund	General Long-Term Debt	Total
<u>Assets</u>					
<u>Current Assets</u>					
General Checking Account	\$560,497.88				\$560,497.88
Money Market Account	68,873.94				68,873.94
State Board of Administration	4,044.05				4,044.05
Pond Reserve	4,999.80				4,999.80
Accounts Receivable - Due from Developer	2,341.49				2,341.49
Deposits	4,300.00				4,300.00
General Reserve	213,483.57				213,483.57
Debt Service Reserve		\$334,815.51			334,815.51
Revenue		307,028.89			307,028.89
Prepayment		611,503.39			611,503.39
Accounts Receivable - Due from Developer			\$59.50		59.50
Acquisition/Construction			403,874.40		403,874.40
Total Current Assets	<u>\$858,540.73</u>	<u>\$1,253,347.79</u>	<u>\$403,933.90</u>	<u>\$0.00</u>	<u>\$2,515,822.42</u>
<u>Investments</u>					
Amount Available in Debt Service Funds				\$1,253,347.79	\$1,253,347.79
Amount To Be Provided				14,466,652.21	14,466,652.21
Total Investments	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$15,720,000.00</u>	<u>\$15,720,000.00</u>
Total Assets	<u><u>\$858,540.73</u></u>	<u><u>\$1,253,347.79</u></u>	<u><u>\$403,933.90</u></u>	<u><u>\$15,720,000.00</u></u>	<u><u>\$18,235,822.42</u></u>

Myrtle Creek Improvement District
Statement of Financial Position
As of 10/31/2022

	General Fund	Debt Service	Capital Projects Fund	General Long-Term Debt	Total
<u>Liabilities and Net Assets</u>					
<u>Current Liabilities</u>					
Accounts Payable	\$5,107.51				\$5,107.51
Due To Other Governmental Units	7,859.64				7,859.64
Deferred Revenue	2,341.49				2,341.49
Accounts Payable			\$59.50		59.50
Deferred Revenue			59.50		59.50
Total Current Liabilities	<u>\$15,308.64</u>	<u>\$0.00</u>	<u>\$119.00</u>	<u>\$0.00</u>	<u>\$15,427.64</u>
<u>Long Term Liabilities</u>					
Revenue Bonds Payable - Long-Term				\$15,720,000.00	\$15,720,000.00
Total Long Term Liabilities	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$15,720,000.00</u>	<u>\$15,720,000.00</u>
Total Liabilities	<u>\$15,308.64</u>	<u>\$0.00</u>	<u>\$119.00</u>	<u>\$15,720,000.00</u>	<u>\$15,735,427.64</u>
<u>Net Assets</u>					
Net Assets, Unrestricted	\$873,614.43				\$873,614.43
Current Year Net Assets - General Government	(30,382.34)				(30,382.34)
Net Assets, Unrestricted		\$1,253,347.79			1,253,347.79
Current Year Net Assets, Unrestricted		0.00			0.00
Net Assets, Unrestricted			\$403,874.40		403,874.40
Current Year Net Assets, Unrestricted			(59.50)		(59.50)
Total Net Assets	<u>\$843,232.09</u>	<u>\$1,253,347.79</u>	<u>\$403,814.90</u>	<u>\$0.00</u>	<u>\$2,500,394.78</u>
Total Liabilities and Net Assets	<u><u>\$858,540.73</u></u>	<u><u>\$1,253,347.79</u></u>	<u><u>\$403,933.90</u></u>	<u><u>\$15,720,000.00</u></u>	<u><u>\$18,235,822.42</u></u>

Myrtle Creek Improvement District
Statement of Activities
As of 10/31/2022

	General Fund	Debt Service	Capital Projects Fund	General Long-Term Debt	Total
<u>Revenues</u>					
Total Revenues	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<u>Expenses</u>					
Public Officials' Liability Insurance	\$3,892.00				\$3,892.00
Management	\$3,541.67				3,541.67
Assessment Administration	7,500.00				7,500.00
Bank Fees	0.20				0.20
Dues, Licenses, and Fees	175.00				175.00
Aquatic Contract	325.00				325.00
General Liability Insurance	4,458.00				4,458.00
Landscaping Maintenance & Material	39.49				39.49
IME - Aquatics Maintenance	263.03				263.03
IME - Landscaping	7,229.41				7,229.41
Personnel Leasing Agreement	3,000.01				3,000.01
Legal Advertising			\$59.50		59.50
Total Expenses	\$30,423.81	\$0.00	\$59.50	\$0.00	\$30,483.31
<u>Other Revenues (Expenses) & Gains (Losses)</u>					
Interest Income	\$41.47				\$41.47
Interest Income		\$0.00			0.00
Interest Income			\$0.00		0.00
Total Other Revenues (Expenses) & Gains (Losses)	\$41.47	\$0.00	\$0.00	\$0.00	\$41.47
Change In Net Assets	(\$30,382.34)	\$0.00	(\$59.50)	\$0.00	(\$30,441.84)
Net Assets At Beginning Of Year	\$873,614.43	\$1,253,347.79	\$403,874.40	\$0.00	\$2,530,836.62
Net Assets At End Of Year	\$843,232.09	\$1,253,347.79	\$403,814.90	\$0.00	\$2,500,394.78

Myrtle Creek Improvement District

Budget to Actual

For the Month Ending 10/31/2022

	Actual	Budget	Variance	FY 2023 Adopted Budget	Percentage Spent
Revenues					
On-Roll Assessments	\$ -	\$ 78,193.44	\$ (78,193.44)	\$ 938,321.30	0.00%
Carryforward Revenue	582,563.80	6,821.77	575,742.03	81,861.27	711.65%
Net Revenues	\$ 582,563.80	\$ 85,015.21	\$ 497,548.59	\$ 1,020,182.57	57.10%
General & Administrative Expenses					
Legislative					
Supervisor Fees	\$ -	\$ 1,000.00	\$ (1,000.00)	\$ 12,000.00	0.00%
Financial & Administrative					
Public Officials' Liability Insurance	3,892.00	388.75	3,503.25	4,665.00	83.43%
Trustee Services	-	833.33	(833.33)	10,000.00	0.00%
Management	3,541.67	3,541.67	-	42,500.00	8.33%
Engineering	-	833.33	(833.33)	10,000.00	0.00%
Dissemination Agent	-	583.33	(583.33)	7,000.00	0.00%
Property Appraiser	-	166.67	(166.67)	2,000.00	0.00%
District Counsel	-	2,083.33	(2,083.33)	25,000.00	0.00%
Assessment Administration	7,500.00	625.00	6,875.00	7,500.00	100.00%
Reamortization Schedules	-	20.83	(20.83)	250.00	0.00%
Audit	-	333.33	(333.33)	4,000.00	0.00%
Arbitrage Calculation	-	75.00	(75.00)	900.00	0.00%
Travel and Per Diem	-	25.00	(25.00)	300.00	0.00%
Telephone	-	4.17	(4.17)	50.00	0.00%
Postage & Shipping	-	83.33	(83.33)	1,000.00	0.00%
Copies	-	166.67	(166.67)	2,000.00	0.00%
Legal Advertising	-	541.67	(541.67)	6,500.00	0.00%
Bank Fees	0.20	30.00	(29.80)	360.00	0.06%
Miscellaneous	-	791.64	(791.64)	9,500.00	0.00%
Meeting Room	-	33.33	(33.33)	400.00	0.00%
Office Supplies	-	20.83	(20.83)	250.00	0.00%
Property Taxes	-	208.33	(208.33)	2,500.00	0.00%
Web Site Maintenance	-	225.00	(225.00)	2,700.00	0.00%
Holiday Decorations	-	104.17	(104.17)	1,250.00	0.00%
Dues, Licenses, and Fees	175.00	14.58	160.42	175.00	100.00%
Total General & Administrative Expenses	\$ 15,108.87	\$ 12,733.29	\$ 2,375.58	\$ 152,800.00	9.89%

Myrtle Creek Improvement District

Budget to Actual
For the Month Ending 10/31/2022

	Actual	Budget	Variance	FY 2023 Adopted Budget	Percentage Spent
Field Operations					
Electric Utility Services					
Electric	\$ -	\$ 125.00	\$ (125.00)	\$ 1,500.00	0.00%
Entry Lighting	-	41.67	(41.67)	500.00	0.00%
Water-Sewer Combination Services					
Water Reclaimed	-	1,666.67	(1,666.67)	20,000.00	0.00%
Stormwater Control					
Aquatic Contract	325.00	333.33	(8.33)	4,000.00	8.13%
Lake/Pond Repair Reserve	-	416.67	(416.67)	5,000.00	0.00%
Other Physical Environment					
General Liability Insurance	4,458.00	375.00	4,083.00	4,500.00	99.07%
Property & Casualty Insurance	-	141.67	(141.67)	1,700.00	0.00%
Auto Insurance	-	41.67	(41.67)	500.00	0.00%
Irrigation Repairs	-	3,750.00	(3,750.00)	45,000.00	0.00%
Landscaping Maintenance & Material					
District Landscaping	-	21,964.76	(21,964.76)	263,577.12	0.00%
Gateway Road Landscaping	39.49	39.49	-	473.88	8.33%
Tree Trimming	-	3,333.33	(3,333.33)	40,000.00	0.00%
Flower & Plant Replacement	-	4,166.67	(4,166.67)	50,000.00	0.00%
Contingency	-	7,138.77	(7,138.77)	85,665.18	0.00%
Pest Control	-	234.17	(234.17)	2,810.00	0.00%
Hurricane Cleanup	-	4,166.67	(4,166.67)	50,000.00	0.00%
Interchange Maintenance Expenses					
IME - Aquatics Maintenance	263.03	278.25	(15.22)	3,339.00	7.88%
IME - Irrigation Repairs	-	262.50	(262.50)	3,150.00	0.00%
IME - Landscaping	7,229.41	7,229.41	-	86,752.89	8.33%
IME - Landscape Improvements	-	1,050.00	(1,050.00)	12,600.00	0.00%
IME - Lighting	-	105.00	(105.00)	1,260.00	0.00%
IME - Miscellaneous	-	525.00	(525.00)	6,300.00	0.00%
IME - Water Reclaimed	-	131.25	(131.25)	1,575.00	0.00%
New Operational Field Expenses					
Trail Repair	-	1,250.00	(1,250.00)	15,000.00	0.00%
Road & Street Facilities					
Entry and Wall Maintenance	-	833.33	(833.33)	10,000.00	0.00%
Streetlights	-	1,250.00	(1,250.00)	15,000.00	0.00%
Parks & Recreation					
Personnel Leasing Agreement	3,000.01	3,000.00	0.01	36,000.00	8.33%
Reserves					
Infrastructure Capital Reserve	-	1,666.67	(1,666.67)	20,000.00	0.00%
Interchange Maintenance Reserve	-	196.67	(196.67)	2,360.00	0.00%
Total Field Operations Expenses	\$ 15,314.94	\$ 65,713.62	\$ (50,398.68)	\$ 788,563.07	1.94%

Myrtle Creek Improvement District

Budget to Actual
For the Month Ending 10/31/2022

	Actual	Budget	Variance	FY 2023 Adopted Budget	Percentage Spent
<u>Wellspring Blvd./Performance Drive Expense</u>					
Irrigation Repairs	-	666.67	(666.67)	\$ 8,000.00	0.00%
Landscaping	-	2,984.96	(2,984.96)	35,819.50	0.00%
Flower & Plant Replacement	-	833.33	(833.33)	10,000.00	0.00%
Lighting	-	1,641.67	(1,641.67)	19,700.00	0.00%
Miscellaneous	-	291.67	(291.67)	3,500.00	0.00%
Water Reclaimed	-	208.33	(208.33)	2,500.00	0.00%
Total Wellspring Blvd./Performance Drive Expenses	\$ -	\$ 6,626.63	\$ (6,626.63)	\$ 79,519.50	0.00%
Total Expenses	\$ 30,423.81	\$ 85,073.54	\$ (54,649.73)	\$ 1,020,882.57	2.98%
Income (Loss) from Operations	\$ 552,139.99	\$ (58.33)	\$ 552,198.32	\$ (700.00)	
Other Income (Expense)					
Interest Income	\$ 41.47	\$ 58.33	\$ (16.86)	\$ 700.00	5.92%
Total Other Income (Expense)	\$ 41.47	\$ 58.33	\$ (16.86)	\$ 700.00	5.92%
Net Income (Loss)	\$ 552,181.46	\$ -	\$ 552,181.46	\$ -	

Myrtle Creek Improvement District
Cash Flow

	Beg. Cash	FY22 Inflows	FY22 Outflows	FY23 Inflows	FY23 Outflows	End. Cash
					-	
10/1/2021	470,075.08	2,713.58	(35,195.43)	-	-	418,217.10
11/1/2021	418,217.10	215,938.17	(20,262.56)	-	-	611,564.30
12/1/2021	611,564.30	592,828.31	(558,238.09)	-	-	646,244.88
1/1/2022	646,244.88	624,205.00	(418,038.53)	-	-	852,411.35
2/1/2022	852,411.35	401,430.47	(234,532.17)	-	-	1,019,309.65
3/1/2022	1,019,309.65	189,081.31	(217,827.23)	-	-	990,563.73
4/1/2022	990,563.73	74,098.96	(19,010.90)	-	-	1,045,651.79
5/1/2022	1,045,651.79	36,834.03	(140,172.63)	-	-	942,313.19
6/1/2022	942,313.19	26,488.86	(68,639.42)	-	-	900,162.63
7/1/2022	900,162.63	35,067.65	(96,252.61)	-	-	838,977.67
8/1/2022	838,977.67	32,689.81	(168,689.61)	-	-	702,977.87
9/1/2022	702,977.87	5,596.22	(78,298.26)	-	(8,350.00)	621,925.83
10/1/2022	621,925.83	12,921.80	(66,357.64)	7.89	(8,000.00)	560,497.88
11/1/2022	560,497.88	-	-	-	-	560,497.88 as of 11/05/2022
Totals		2,249,894.17	(2,129,282.08)	7.89	(16,350.00)	

**Myrtle Creek Improvement District
Construction Tracking - early November**

	Amount
Series 2016 Bond Issue	
Original Construction Fund	\$ 513,425.32
Additions (Interest, Transfers from DSR, etc.)	221,838.51
Cumulative Draws Through Prior Month	(331,389.43)
	=====
Construction Funds Available	\$ 403,874.40
Requisitions This Month	
	=====
Total Requisitions This Month	\$ -
	=====
Funds Remaining	\$ 403,874.40
Committed Funding	
Performance Drive Phase 3 - August bid and October NTP	\$ -
	=====
Total Committed	\$ -
	=====
Net Uncommitted	403,874.40