

# **MYRTLE CREEK IMPROVEMENT DISTRICT BOARD OF SUPERVISORS' MEETING MINUTES**

## **FIRST ORDER OF BUSINESS**

The Board of Supervisors' Meeting for the Myrtle Creek Improvement District was called to order on Monday, September 21, 2020, at 5:00 p.m. via telephonic conferencing due to the COVID-19 Executive Order 20-193.

Present via phone:

Bob Da Silva	Chairman
Kam Shenai	Vice-Chair
Kyle Scholl	Assistant Secretary
John Lynaugh	Assistant Secretary
Marsha Leed	Assistant Secretary

Also attending via phone:

Jennifer Walden	PFM
Lynne Mullins	PFM
Tucker Mackie	Hopping Green & Sams
Jeff Newton	Donald W. McIntosh Associates, Inc.

## **SECOND ORDER OF BUSINESS**

### **Public Comment Period**

Ms. Walden noted for the record there were no public comments at this time.

## **THIRD ORDER OF BUSINESS**

### **Discussion Regarding Executive Order 20-193**

Ms. Walden stated the Executive Order is included in the packet which states the District is able to hold their meetings via telephonic conferencing due to the COVID-19 situation. Also included is a proof of the ad that notes the Executive Order as well as the telephonic conferencing information so the public can join.

## **FOURTH ORDER OF BUSINESS**

### **Consideration of the Minutes of the August 17, 2020, Board of Supervisors' Meeting**

Board Members reviewed the minutes from the August 17, 2020, 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 August 17, 2020, Board of Supervisors' Meeting.

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

#### **Consideration of Resolution 2020-13, Re-Setting the Location for the Annual Meeting Schedule.**

Ms. Walden noted the District needs to amend the location for the Annual Meeting Schedule as the previously approved location is not ready to open up for the District's use. The new location is the Courtyard Orlando Lake Nona, 6955 Lake Nona Blvd., Orlando, FL 32827.

Mr. Da Silva asked if there is a fee for moving the location to the Courtyard Orlando Lake Nona. Ms. Walden replied there is a minimal fee. The sister District's meet prior to this meeting and can split that cost as they have given the District a discount because they are affiliated with Tavistock. Ms. Mullins stated it is \$150.00 per meeting and the Districts would divide that cost by four. Ms. Walden requested a motion to approve Resolution 2020-13 as presented.

On Motion by Mr. Scholl, second by Mr. Lynaugh, with all in favor, the Board of Supervisors for the Myrtle Creek Improvement District approved Resolution 2020-13, Re-Setting the Location for the Annual Meeting Schedule to the Courtyard Orlando Lake Nona, 6955 Lake Nona Boulevard, Orlando, Florida 32827.

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

#### **Ratification of Operation and Maintenance Expenditures paid in August 2020 in an amount totaling \$69,541.06**

Board Members reviewed the Operation and Maintenance Expenditures paid in August 2020 in an amount totaling \$69,541.06

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 August 2020 in an amount totaling \$69,541.06.

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

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

Mr. Newton noted there are no work authorizations for this District.

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

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

Board Members reviewed the Statement of Financial Position and Budget to Actual through August 31, 2020. Ms. Walden noted that the District has expenses of \$708,500.00 vs. an overall budget of just over \$1,000,000.00. The District is trending to come in under budget for this fiscal Year. While the end of the Fiscal Year is September 30, 2020, the District is still able to incur expenses up to 60 days for the prior fiscal Year. No action is required by the Board.

Mr. Shenai commented on District Irrigation Repairs as the District spent \$76,583.00 and the Budget is \$30,000.00. The District asked for reimbursement of \$37,500.00. Ms. Walden stated Felix received the email and they are reviewing it and will get back to the District. She has not heard anything back yet.

Mr. Da Silva noted the District should be showing they are incurring that expense and showing the recovery from the County as well. Ms. Mackie noted she will continue to press on the reimbursement.

Mr. Shenai stated on page 23 Payment Authorization number 455 dated August 07, 2020, there are charges that relate to Felix in the range of \$18,000.00 and he wondered if they could be connected. Ms. Walden will look into it further, but it may be what the District already sent. Mr. Scholl stated he thinks it is a payment to Cepura Landscape and it is defining the area where the controller is as being within the Felix construction area. Ms. Macke stated this needs to be confirmed by Mr. Thacker given the definition and main line repair item. Ms. Walden will follow up on this item.

#### **NINTH ORDER OF BUSINESS**

#### **Staff Reports**

District Counsel – No Report

District Manager – Ms. Walden noted the next meeting is scheduled for Tuesday, October 20, 2020, at 5:00 p.m. The Executive Orders expire at the end of September so the next meeting will take place at the Courtyard Orlando Lake Nona 6955 Lake Nona Boulevard, Orlando, FL 32827 if it is not extended.

District Engineer – No Report

Construction Supervisor – No Report

District Landscape Supervisor – No Report

#### **TENTH ORDER OF BUSINESS**

#### **Supervisor and Audience Comments & Adjournment**

Mr. Lynaugh asked about landscaping around the Lift Station that the District Deeded to the City of Orlando. Mr. Scholl stated City does not do any landscape maintenance at the Lift Station and it would be the responsibility of the District or Village Walk depending on where the Lift Station is located. Mr. Newton stated on the North side and the East side of that Lift Station tract is property that is owned by the Village Walk Association. The south side of the tract is property that was conveyed to the School Board. Anything located within the Lake Nona Boulevard right of way the District maintains, which is the west side of the Lift



Station tract. Mr. Lynaugh stated that most of the unmaintained landscape is in the Village Walk Association tract.

Ms. Walden requested a motion to adjourn.

On Motion by Mr. Shenai, second by Mr. Da Silva, with all in favor, the September 21, 2020, meeting of the Board of Supervisors for the Myrtle Creek Improvement District was adjourned.

  
**Secretary/Assistant Secretary**

  
**Chair/Vice Chair**