

**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, April 18, 2016 at 4:35 p.m. at 6900 Tavistock Lakes Blvd, Suite 200, Orlando, FL 32827. Board Members listed below constituted a quorum.

Jeff Macre	Chair
Bob Da Silva	Board Member
Donald Tubbs	Board Member
Kyle Scholl	Board Member (via phone)
Charles Tubbs	Vice Chair (via phone)

Also present were:

Tucker Mackie	Hopping Green & Sams
John Florio	Donald W. McIntosh Associates
Larry Kaufmann	District Construction Supervisor
Joe MacLaren	Fishkind & Associates
Jennifer Walden	Fishkind & Associates
Brad Reed	Fishkind & Associates

SECOND ORDER OF BUSINESS

Public Comment Period

There were no public comments at this time.

THIRD ORDER OF BUSINESS

**Consideration of Minutes of
the March 21, 2016 Board of
Supervisors' Meeting**

Board Members reviewed the minutes from the March 21, 2016 Board of Supervisors' Meeting. Mr. Florio provided edits. Mr. Scholl joined the meeting via phone at 4:36 p.m. Mr. MacLaren Requested a motion to approve the minutes.

On Motion by Mr. D. Tubbs, second by Mr. Macre, with all in favor, the Board of Supervisors for the Myrtle Creek Improvement District approved the Minutes of the March 21, 2016 Board of Supervisors' Meeting, as amended.

FOURTH ORDER OF BUSINESS

Consideration of Drainage Easement Documents (Related to Wellspring Drive)

Ms. Mackie explained that the District agreed to acquire Wellspring Drive by virtue of a plat with the understanding that this may be a part of a District Improvement Project in the future. Before the District can acquire that right-of-way it needs to be included within an improvement plan as discussed at a prior Board Meeting. Ultimately this right-of-way is going to be conveyed to the City and these documents relate to that conveyance. When the District conveys the right-of-way to the City the District will also have to convey the drainage easements associated with the right-of-way to the City as well. Ms. Mackie said that these documents take the form of the District's typical easements and they have also been reviewed by the City as well. Mr. Kaufmann added that one pond is being granted with the plat as a drainage easement and there is another pond to the east that will stay entitled to Lake Nona Land Company because they intend to modify it later when they develop that property. There is a third pond that is on the USTA site itself that drains into a portion to the west of the wetland crossing. Ms. Mackie requested approval of the drainage easement agreements and the assignment of the drainage easement agreements.

On Motion by Mr. Macre, second by Mr. Da Silva, with all in favor, the Board of Supervisors for the Myrtle Creek Improvement District approved the Drainage Easement Agreements and Assignment of Drainage Easement Agreements.

FIFTH ORDER OF BUSINESS

Consideration of Bench Easement Agreement

Ms. Mackie explained that at previous Board Meetings the Board and District staff had talked about the location of certain benches near and adjacent to trash cans which this District has previously installed. This agreement has the locations of the benches finalized. It is in similar form to the trash can easement and it has been reviewed by Lake Nona's Counsel and Ms. Mackie. She requested a motion to approve the Bench Easement Agreement.

On Motion by Mr. Macre, second by Mr. D. Tubbs, with all in favor, the Board of Supervisors for the Myrtle Creek Improvement District approved the Bench Easement Agreement.

SIXTH ORDER OF BUSINESS

**Ratification of Requisition
Nos. 418 - 420 Approved in
March 2016 in an Amount
Totaling \$3,677.93**

Board Members reviewed Requisition Nos. 418 - 420 approved in March 2016 in an amount totaling \$3,677.93.

On Motion by Mr. D. Tubbs, second by Mr. Da Silva, with all in favor, the Board of Supervisors for the Myrtle Creek Improvement District ratified payment of Requisition Nos. 418 - 420 Approved in March 2016 in an Amount Totaling \$3,677.93.

SEVENTH ORDER OF BUSINESS

**Consideration of Operation
and Maintenance
Expenditures Paid in March
2016 in the Amount
Totaling \$41,463.43**

Board Members reviewed the Operation and Maintenance Expenditures paid in March 2016 in the amount totaling \$41,463.43.

On Motion by Mr. Macre, second by Mr. D. Tubbs, with all in favor, the Board of Supervisors for the Myrtle Creek Improvement District ratified the Operation and Maintenance Expenditures Paid in March 2016 in the Amount Totaling \$41,463.43.

EIGHTH ORDER OF BUSINESS

**Recommendation of Work
Authorizations/Proposed
Services**

There were no work authorizations for this District.

NINTH 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 though today's date. The District through the end of March had approximately \$202,000.00 in O&M expenditures vs. a budget of \$307,000.00 so the District is under budget. No action is required.

TENTH ORDER OF BUSINESS

Staff Reports

District Counsel – No Report

District Manager – Mr. MacLaren noted that there was a slight change in the other District's scoring criteria for the District Landscape Maintenance RFPs. The Districts' Construction Committee met on Thursday and recommended that the Boards include in their scoring criteria a little bit more flexibility related to the existing and future workload of Contractors and the proposed staffing levels that Contractors were going to appoint to the various jobs in the District. The District Manager added those two criteria to the Personnel/Workload section on the RFP scoring criteria sheet. He also proposed increasing that category to 30 points and decreasing price to 30 points. The Boards of the sister Districts did not like decreasing the price criteria and had the District Manager put the price back to 40 points. Mr. MacLaren proposed that the scoring criteria be kept the same as the other Districts. Discussion ensued between the Board Members.

On Motion by Mr. Macre, second by Mr. Da Silva, with all in favor, the Board of Supervisors for the Myrtle Creek Improvement District approved addition of the evaluation of existing and future workload and proposed staffing levels to the Personnel/Workload section and keeping the points at 20 for each section with the exception of Price which should be 40 points.

District Engineer –

Mr. Florio stated that he was prepared to tell the Board that the RRFB Plan had been approved by City Hall, however, he just received an email with more comments from the woman who works directly with Benton Bonney who was the person who insisted that the District go through the permitting process. Mr. Florio will speak with her in the morning. Mr. Da Silva asked if the District is doing the one at Enclave first and if the Board had approved doing all three this year. Mr. Florio replied that they spoke of a budget for all three and District staff had suggested to start with one to see how well it goes in, how it works and how the City process was going to work. Mr. Da Silva noticed that at the West gate the sidewalk does not even come out to the curb and there are no ramps. Mr. Florio said that Pulte constructed the connection and the District constructed the Boulevard well before the connection was constructed. Mr. Florio said that there is nothing across the street nor is there a landing across the street to accept a crosswalk and it would have to be looked at as a new intersection. Mr. Florio added that the District may need to restripe the crosswalk markings in the roadway as part of the RRFB installation for the crosswalk at the main entrance to Village Walk. Mr. Florio will keep working with the City on trying to get a permit to do this work to make the street safer.

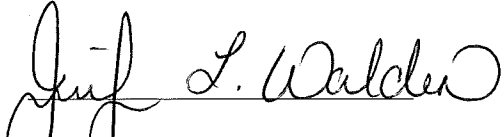
Construction Supervisor – No Report

ELEVENTH ORDER OF BUSINESS

**Supervisor Requests,
Audience Comments
& Adjournment**

Mr. Macre asked Mr. MacLaren if there was any discussion on the Bonds. Mr. MacLaren said that he is continuing to have infrequent discussions with the Developer about refinancing the existing Bonds and issuing new Bonds for the future areas. Mr. Florio said that he is working on an Engineer's Report for Capital Improvements. Mr. Florio added that the Developer is having an appraisal prepared for the right-of-way and land and that he is working on putting the pieces together so that the Developer can evaluate the Bonds. Mr. MacLaren added that by next month District staff should have a proposed plan for the Board's review. There was no further business to discuss. Mr. MacLaren requested a motion to adjourn.

On Motion by Mr. Macre, second by Mr. D. Tubbs, with all in favor, the April 18, 2016 Meeting of the Board of Supervisors for the Myrtle Creek Improvement District was adjourned.


Secretary/Assistant Secretary


Chair/Vice Chair