

**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 Tuesday, April 18, 2017 at 4:34 p.m. at 6900 Tavistock Lakes Blvd, Suite 200, Orlando, FL 32827. Board Members listed below constituted a quorum.

Jeff Macre	Chair	
Kyle Scholl	Board Member	
Bob Da Silva	Board Member	
Donald Tubbs	Board Member	(joined at 4:36 p.m.)

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

Mr. MacLaren noted that there were no public comments at this time.

THIRD ORDER OF BUSINESS

**Consideration of Minutes of
the March 21, 2017 Board of
Supervisors' Meeting**

Board Members reviewed the minutes from the March 21, 2017 Board of Supervisors' Meeting. Mr. Florio provided edits.

On Motion by Mr. Scholl, second by Mr. Da Silva, with all in favor, the Board of Supervisors for the Myrtle Creek Improvement District approved the Minutes of the March 21, 2017 Board of Supervisors' Meeting, as amended.

Mr. D. Tubbs joined the meeting at approximately 4:36 p.m.

FOURTH ORDER OF BUSINESS

**Ratification of Requisition
Nos. 449 – 452 Approved in
March 2017 in an Amount
Totaling \$8,594.06**

Board Members reviewed Requisition Nos. 449 - 452 approved in March 2017 in an amount totaling \$8,594.06.

On Motion by Mr. Scholl, second by Mr. Macre, with all in favor, the Board of Supervisors for the Myrtle Creek Improvement District ratified Requisition Nos. 449 - 452 approved in March 2017 in an amount totaling \$8,594.06.

FIFTH ORDER OF BUSINESS

**Ratification of Operation
and Maintenance
Expenditures Paid in March
2017 in an Amount Totaling
\$48,569.60**

Board Members reviewed the Operation and Maintenance Expenditures paid in March 2017 in the amount totaling \$48,569.60.

On Motion by Mr. Macre, second by Mr. Scholl, with all in favor, the Board of Supervisors for the Myrtle Creek Improvement District ratified the Operation and Maintenance Expenditures Paid in March 2017 in an amount totaling \$48,569.60.

SIXTH 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. Through the end of March the District had incurred \$248,000.00 in expenses vs. a budget of \$362,000.00. The District is under budget at this point in the fiscal year. The District's General Fund contained a little under \$300,000.00 at the end of March. There was no action required.

SEVENTH ORDER OF BUSINESS

Staff Reports

District Counsel –

Ms. Mackie explained a house bill that has been filed that the resident Boards have been concerned about. It is a bill that would remove the ability for District Board Members to receive compensation for attendance at meetings. She noted that it is in committee and there is no companion bill filed in the Senate and it is very unlikely that it will pass this session. Her team will continue to monitor the legislative session and keep providing the necessary updates.

District Manager –

No Report

District Engineer –

Mr. Florio circulated the Contract Project Status Memorandum (Minutes Exhibit A) and he noted that the District did get the alternative foundation design completed and submitted to both the Contractor and the City for the RRFB polls that had the utility conflicts. The City gave Mr. Florio almost immediate approval but after the Contractor viewed the difference from what they were proposing they are now asking for an additional cost of \$1,400.00 for the special foundations and Mr. Florio requested approval for that. The Contractor provided a completion schedule for 3-4 weeks once Mr. Florio receives the Board's approval.

On Motion by Mr. Scholl, second by Mr. D. Tubbs, with all in favor, the Board of Supervisors for the Myrtle Creek Improvement District approved the additional fee of \$1,400.00 for Universal Signs to build the two special foundations corresponding with the Lake Nona Central RRFB Pedestrian Crossing project.

Mr. Florio noted that he and the Infrastructure Committee went through and completed the evaluation of the Contractors for future work and District Counsel helped with the review of the documentation. Everyone will be notified to be effective May 1, 2017 that they have been pre-qualified. Mr. Florio said that where the construction is going on now there have been some trees removed and other materials removed. A material list has been completed of what will be removed and he will be providing documentation of that to the Developer who has the option of replacing that material in like kind in another District controlled location or paying a fee for what they are removing. Mr. Florio said that if the District spends government money for improvements to property that the Board controls, to the extent that it is removed by a private entity like KPMG, then they are responsible for replacing it in kind or paying the District back for it.

Mr. Tubbs asked what was going on Lake Nona Blvd. and Narcoossee Road with the utility line. Mr. Reed stated that the City of Orlando reclaim department found a leak in their main line that was feeding into our project. It went under the sidewalk so that section also had to be repaired. Mr. Florio heard that Orange County is proposing a significant water main installation down Lake Nona Boulevard on one of the travel lanes. Mr. Kaufmann stated that the County is now doing some survey work in the area that they condemned from the District's project for that water main and there is no telling when that Capital Project would move ahead with the County. The County's intent is to come across from Boggy Creek Road by J. Lawson Blvd. and run all the way up to the power station and cross the parcel that is currently under construction and tie it back in to Lake Nona Blvd. and head down probably the southside. The County would excavate the road to put the main in and then repave it.

Construction Supervisor – No Report

Mr. Brad Reed -

Mr. Reed explained that for the past month and a half the District has had a severe supply issue coming from the City of Orlando reclaim which irrigates all of the District's landscape. Mr. Reed discovered a severe drop of pressure during the main irrigation hours

which is at night so he has had to adjust the irrigation run time which have been put to day time runs to mitigate the issue in order to save most of the District's landscape material. He noted that it is a Lake Nona region wide issue to include the airport all the way down as far as they reach along Narcoossee Road on the west end at the City Supplies. Part of the reason is that the area has had no rain and is in a drought. He also noted that everyone is overusing and the supply is just not meeting the demand. A couple of weeks ago the City found a valve on the City's line that was closed that supplies the project but that is not the solution to fixing the problem and he will keep his eye on it and adjusting as much as possible.

EIGHTH ORDER OF BUSINESS

**Supervisor Requests,
Audience Comments
& Adjournment**

Mr. Macre asked how the mulch worked out with Down to Earth. Mr. Reed said he never received a response but it was cleared up. He noted that for the next meeting he will have an update to the lighting features.

There was no further business to discuss.

On Motion by Mr. Macre, second by Mr. Scholl, with all in favor, the April 18, 2017 Meeting of the Board of Supervisors for the Myrtle Creek Improvement District was adjourned.


Secretary/Assistant Secretary


Chair/Vice Chair



MEMORANDUM

**DONALD W. McINTOSH
ASSOCIATES, INC.**

DATE: April 18, 2017

TO: Myrtle Creek Improvement District
Board of Supervisors

FROM: Donald W. McIntosh Associates, Inc. *DW*
District Engineer

RE: Construction Contract Status

Dear Board Members,

Please accept this correspondence as a current summary of our construction contract status. Listed below is a brief summary of recent contract activity. A copy of the latest Change Order Log is attached.

CIVIL ENGINEERS

LAND PLANNERS

SURVEYORS

Lake Nona Central RRFB Pedestrian Crossing – Sloan Builders and Universal Signs

Construction Status: The project preconstruction meeting was held on site on September 14, 2016 with the Contractors, City of Orlando inspector and District Staff in attendance. The Contractor received approval of a revised maintenance of traffic plan with the assistance of the District Engineer and initiated work on the curb ramp reconstruction on December 14, 2016. The site contractor has completed the curb ramp reconstruction, the benches and pads, and landscaping. District Staff is coordinating with the RRFB contractor for an alternative foundation design due to utility conflicts. District Staff solicited proposals for the structural design of the special foundations that Mr. Kaufmann will present as a work authorization. Alternative foundation design plans were received from the structural engineering consultant, drafted and forwarded to the City and the RRFB contractor for review on April 10, 2017.

Change Order (C.O.) Status: None at this time.

Recommended Motion: None required.

Should there be any questions, please advise or feel free to contact our office.

Thank you.
End of memorandum.

2200 Park Ave. North

Winter Park, FL

32789-2355

Fax 407-644-8318

407-644-4068

c: Mr. Larry Kaufmann
Ms. Patrice Ragusa
Mr. Jason Good
James C. Nugent, P.E.

LAKE NONA SOUTH
Myrtle Improvement District
Lake Nona Blvd. Pedestrian Crossing
Change Order Log
Sloan

C.O. #	Date	Description of Revision	Additional Days	Amount	Status	New Contract Amount Original Contract Date	To Board	Approval Date	Notes
1	9/8/2016	City Fees for Permit	0	\$ 696.79	Approved	\$ 40,239.79	9/13/2016	9/13/2016	
						\$ 39,543.00			