

**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, November 17, 2014 at 4:45 p.m. at the offices of Lake Nona Land Company, 9801 Lake Nona Road, Orlando, FL 32827. Board Members listed below constituted a quorum.

Jeff Macre	Vice Chair
Charles Tubbs	Assistant Secretary
Donald Tubbs	Assistant Secretary
Kyle Scholl	Assistant Secretary

Also attending:

Larry Kaufmann	Lake Nona Land Company
Bob da Silva	District Resident
Tucker Mackie	Hopping Green & Sams (via phone)
John Florio	Donald W. McIntosh Associates
Joe MacLaren	Fishkind & Associates
Doris Houck	Fishkind & Associates

SECOND ORDER OF BUSINESS

Public Comment Period

There were no members of the general public present.

THIRD ORDER OF BUSINESS

**Consideration of Minutes of
the October 20, 2014
Board of Supervisors'
Meeting**

Board Members reviewed the minutes from the October 20, 2014 Board of Supervisors' meeting.

On Motion by Mr. C. Tubbs, second by Mr. Macre with all in favor, the Board of Supervisors for the Myrtle Creek Improvement District approved the minutes of the October 20, 2014 Board of Supervisors' meeting, as presented.

FOURTH ORDER OF BUSINESS

**Discussion Related to
Board Vacancies**

Mr. MacLaren stated that Board Member Adams has served the District as a Supervisor for seven years. Mr. Adams term expires on November 18, 2014 with the vacancy for Seat 5 to be filled by a qualified elector and resident of the District. Mr. MacLaren recognized resident Bob da Silva and noted that Mr. da Silva's resume had been circulated to the Board for review prior to the meeting. Mr. MacLaren stated that Mr. Adams had informally nominated Mr. da Silva to fill Seat 5. Mr. da Silva introduced himself to the Board and asked for questions. General discussion followed. Mr. MacLaren stated that resident Tom Rose had submitted a resume for Board consideration, as well. At the next meeting, the Board will be asked to nominate a candidate to fill Seat 5 along with the pending vacancies on Seats 3 and 4 which are currently being filled by Supervisors Donald Tubbs and Kyle Scholl. Mr. MacLaren stated with the exception of Mr. Adams the current supervisors may be re-elected. No action was required at this time.

FIFTH ORDER OF BUSINESS

**Consideration of
Requisition No. 373
Approved in October 2014
in the amount of \$4,295.52**

Board Members reviewed Requisition No. 373 in the amount of \$4,295.52. There were no questions or comments.

On Motion by Mr. Scholl, second by Mr. Macre with all in favor, the Board of Supervisors for the Myrtle Creek Improvement District ratified payment of Requisition No. 373 in the amount totaling \$4,295.52.

SIXTH ORDER OF BUSINESS

**Consideration of Operation
and Maintenance
Expenditures Paid in
October 2014 in the
amount of \$44,642.85**

Board Members reviewed the expenditures in the amount of \$44,642.85 paid in October 2014.

On Motion by Mr. C. Tubbs, 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 October 2014 in the amount of \$44,642.85.

Mr. MacLaren explained that there is a new statute that takes effect on October 1, 2015 which is the start of the next fiscal year. The District has a website that is operational; however, Florida law now specifies what needs to be provided on the website. Mr. MacLaren stated that details related to the website and its requirements will be presented for Board consideration at a future meeting. General discussion ensued. No action was required today.

SEVENTH ORDER OF BUSINESS

**Recommendation of Work
Authorization/Proposed
Services**

Mr. MacLaren asked if there are any work authorizations that need to be considered. Mr. Kaufmann stated there were none 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 YTD. No action required.

NINTH ORDER OF BUSINESS

Staff Reports

District Counsel – Nothing to report at this time

District Manager – Nothing to report at this time

Construction Supervisor – Nothing more to report at this time

District Engineer – Mr. Florio presented a Construction Status Memorandum dated October 20, 2014 (Minutes Exhibit A). Mr. Florio updated the Board on the status of the

Parcel 12 lift station. There are no pending Change Orders or action required by the Board.

TENTH ORDER OF BUSINESS

**Supervisor and Audience
Comments & Adjournment**

Mr. MacLaren suggested a motion to adjourn. There was no objection.

On Motion by Mr. Scholl, Second by Mr. D. Tubbs, with all in favor, the November 17, 2014 meeting of the Board of Supervisors for the Myrtle Creek Improvement District was adjourned.



Secretary/Assistant Secretary



Chair/Vice Chair



**DONALD W. MCINTOSH
ASSOCIATES, INC.**

MEMORANDUM

DATE: November 17, 2014
TO: Myrtle Creek Improvement District
Board of Supervisors
FROM: Donald W. McIntosh Associates, Inc. *JMK*
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 Lift Station 3 – Jr. Davis

Construction Status: The electric transformer has been set and was energized on November 7, 2014. The Contractor has installed the pump control panel, electrical rack components, RTU and instrumentation. The Contractor has installed the area light and RTU antenna. Scheduling of the startup testing is pending installation of the electrical meter and outstanding completion items. Delay in startup and acceptance of the lift station may cause the need to “pump and haul” if station is not completed in time to support the homes in Parcel 12, now required not later than December 6, 2014.

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

Recommended Motion: None required.



Should there be any questions, please advise.

Thank you.
End of memorandum.

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

2200 Park Ave. North

Winter Park, FL

32789-2355

Fax 407-644-8318

407-644-4068

LAKE NONA SOUTH
Myrtle Creek Improvement District
Lake Nona Central Lift Station 3
Change Order Log
Jr. Davis Construction

C.O. #	Date	Description of Revision	Additional Days	Amount	Status	New Contract Amount Original Contract Date	To Board	Approval Date	Notes
1	7/18/2014	Remove 20 LF 8" DIP (18-20' DEEP) from contract.	0	\$ (4,744.00)	Approved	\$ 334,918.00	7/21/2014	9/12/2014	
2	7/30/2014	Delete Fuel Tank Pad & Bollards from contract	0	\$ (7,900.00)	Approved	\$ 322,274.00	8/18/2014	8/18/2014	