

**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, May 17, 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	(arrived at 4:39 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

There were no public comments at this time.

THIRD ORDER OF BUSINESS

**Consideration of Minutes of
the April 18, 2016 Board of
Supervisors' Meeting**

Board Members reviewed the minutes from the April 18, 2016 Board of Supervisors' Meeting. Mr. Florio provided edits.

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 approved the Minutes of the April 18, 2016 Board of Supervisors' Meeting, as amended.

FOURTH ORDER OF BUSINESS

Letter from Supervisor of Elections – Orange County

Mr. MacLaren explained that the District is required by Statute each year to ask the Supervisor of Elections for the number of qualified electors or registered voters within the District. There were 1,660 registered voters living in the District as of April 15, 2016. Ms. Mackie noted that annually should the District not have transitioned yet to qualified elector election that would give the District indication as to one of the thresholds that they would have to meet which are 250 registered voters within the District. This District has already fully transitioned to a qualified elector Board. The qualification period is June 20, 2016 to June 24, 2016 for Supervisors or interested persons to go down to the Supervisor of Elections and qualify for the seats that are up for election this year. The seats that are up for election are Mr. C. Tubbs and Mr. Macre's seats. Ms. Mackie indicated that if they are interested in serving on the Board again that they should go through the qualification process. Mr. Scholl joined the meeting in progress at 4:39 p.m. Ms. Mackie said that the District is required to run an advertisement in the paper to notice a qualification period for the seats that are open and it is required to be run 2 weeks before the qualification period begins.

FIFTH ORDER OF BUSINESS

Board Member List & Terms

The Board reviewed the list of Board Members and terms provided. There was no action required.

SIXTH ORDER OF BUSINESS

Consideration of Resolution 2016-06, Approving a Preliminary Budget for FY 2016-2017 and Setting a Public Hearing Date

Mr. MacLaren explained that the District has to go through a two-step budget approval process. He requested the Board's approval of a preliminary budget. The District is required to submit the preliminary budget to the City and County for comment. Mr. MacLaren stated that at this point the expenditures and revenues have been inflated to reflect the fact that the District has had some new development come into the District. Mr. MacLaren recommended August 16, 2016 at 4:30 p.m. as the public hearing date. Mr. MacLaren added that he is not anticipating increasing O&M assessments for any unit type within the District and so the District will not need to provide a mailed notice to any of the residents on increased assessments. The District is currently under

budget in its O&M expenditures at this point in the fiscal year. Mr. Da Silva asked if the landscape bids include the new Wellspring Drive extension. Ms. Mackie said that right now it is not a District project so the District cannot maintain it but if the Board wanted to include it in the RFP to have common maintenance the District could then have a Cost Share Agreement. Mr. Kaufmann added that it is simple to flip from a Cost Share Agreement to a CDD expense if the District were to take on this extension in the future. Mr. Florio said that the advertisement has been run for the RFP and the packages are being picked up June 6, 2016 so if they are going to add it then Mr. Reed needs to know to put it in the package. Mr. MacLaren requested approval of Resolution 2016-06.

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 Resolution 2016-06, Approving a Preliminary Budget and Setting a Public Hearing Date for August 16, 2016 at 4:30 p.m. at 6900 Tavistock Lakes Blvd, Suite 200, Orlando, Florida 32827.

SEVENTH ORDER OF BUSINESS

**Consideration of Proposal
from Citi to Serve as District
Bond Underwriter**

This item was decided to be tabled to the next Board meeting.

EIGHTH ORDER OF BUSINESS

**Review of Fiscal Year 2015
Audit Draft**

Mr. MacLaren noted that this was a clean audit and the District's financial statements were found to be an accurate reflection of the District's financial position. He also noted that the auditor did not identify any deficiencies in the internal control over the District's accounting practices that they considered to be material weaknesses. Mr. MacLaren added that Ms. Mackie provided comments on the audit that she was hoping to have incorporated in the audit but they are not incorporated in this draft. Mr. MacLaren requested approval of the audit in substantial form subject to District Counsel's comments. The audit must be turned into the State by June 15, 2016. Mr. Da Silva asked what kind of comments Ms. Mackie wanted to add. Ms. Mackie explained that her comment was relating to debt service assessments not increasing this year because debt service assessments never change and she wanted to understand what the nature of that comment was before suggesting an edit that might clarify the statement.

On Motion by Mr. Macre, second by Mr. Scholl, with all in favor, the Board of Supervisors for the Myrtle Creek Improvement District approved the Fiscal Year 2015 Audit in Substantial Form Subject to District Counsel's Comments.

NINTH ORDER OF BUSINESS

**Ratification of Requisition
Nos. 421 - 422 Approved in
April 2016 in an Amount
Totaling \$2,509.12**

Board Members reviewed Requisition Nos. 421 - 422 approved in April 2016 in an amount totaling \$2,509.12.

On Motion by Mr. Scholl, second by Mr. Da Silva, with all in favor, the Board of Supervisors for the Myrtle Creek Improvement District ratified payment of Requisition Nos. 421 - 422 approved in April 2016 in an amount totaling \$2,509.12.

TENTH ORDER OF BUSINESS

**Consideration of Operation
and Maintenance
Expenditures Paid in April
2016 in the Amount
Totaling \$34,466.50**

Board Members reviewed the Operation and Maintenance Expenditures paid in April 2016 in the amount totaling \$34,466.50. Mr. Tubbs asked what the strike out was for the amount of \$20,319.32 for debt service. Mr. MacLaren answered that it was a late collections of Bond Debt Assessments that briefly came into the District's checking account. The Board is not being asked to approve that. The District Manager has to do that in terms of the Bond Indenture that was executed in 2006. Mr. MacLaren requested approval of the O&M expenditures that were discretionary.

On Motion by Mr. D. 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 April 2016 in the Amount Totaling \$34,466.50.

ELEVENTH ORDER OF BUSINESS

**Recommendation of Work
Authorizations/Proposed
Services**

There were no work authorizations for this District.

TWELFTH 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 month of April had approximately \$289,000.00 in O&M expenditures vs. a budget of \$423,000.00 so the District is under budget. Mr. MacLaren noted that the Bond Funds are almost depleted. The District is down to \$47,000.00 in that Construction & Acquisition account. No action is required.

THIRTEENTH ORDER OF BUSINESS

Staff Reports

District Counsel – No Report

District Manager – No Report

District Engineer – Mr. Florio stated that he is still working back and forth with City Hall regarding the RRFB installation and we are close but not quite there yet. Mr. Kaufmann added that the Easements are in the President's hands to be signed and they should have that any day now which will allow the Manager of Maintenance to order the benches.

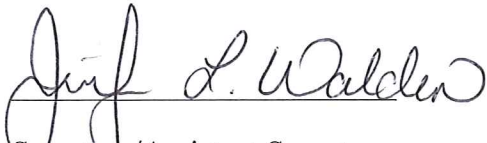
Construction Supervisor – No Report

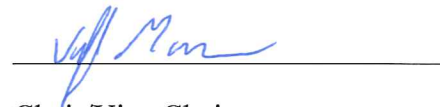
FOURTEENTH ORDER OF BUSINESS

**Supervisor Requests,
Audience Comments
& Adjournment**

There was no further business to discuss. Mr. MacLaren requested a motion to adjourn.

On Motion by Mr. Scholl, second by Mr. D. Tubbs, with all in favor, the May 17, 2016 Meeting of the Board of Supervisors for the Myrtle Creek Improvement District was adjourned.


Secretary/Assistant Secretary


Chair/Vice Chair