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**INTERNATIONAL DRIVE  
MASTER TRANSIT AND IMPROVEMENT DISTRICT  
District Advisory Board Meeting  
October 19, 2022  
MINUTES**

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The International Drive District Advisory Board Meeting was held October 19, 2022, at the Rosen Plaza Hotel, 9700 International Drive, Orlando, FL. District Advisory Board members in attendance were Sibille Pritchard, Harris Rosen, Russ Dagon, Marco Manzie and Joshua Wallack. Also, in attendance: Luann Brooks, Norah White, Lynn Havanec, & Denise Daugherty, IDMTID; Jean Wilson, Greenberg Traurig PA; Carolyn Binder, District Accountant; Kraige Jean & John Castle, Mears Transportation Group and Jeffrey Arms, HDR.

These are edited minutes, as a verbatim transcript would be too voluminous. For future reference all meetings are recorded. If anyone wishes to review the recording, please call, write or email to:

Luann Brooks, Executive Director  
International Drive Master Transit and Improvement District  
7081 Grand National Drive, Suite 105  
Orlando, FL 32819  
lbrooks@idrivedistrict.com

Chairperson Sibille Pritchard called the meeting to order at 9:32 a.m. with her opening comments.

Public Comment

No public comments.

Tab 1 – Approval of Minutes

**Marco Manzie made a motion to approve the July 27, 2022 meeting minutes. Joshua Wallack seconded the motion. Motion carried; minutes were approved.**

Tab 2 – District Financial Report

Carolyn Binder, District Accountant, reviewed all items under this tab. General discussion followed.

**Russ Dagon made a motion to accept the District Financial Report (unaudited) as presented today. Mr. Manzie seconded the motion. Motions carried.**

Tab 3 – I-Ride Trolley Service Report

Ms. Brooks introduced Mr. Jeffrey Arms with HDR as the District's Transportation Consultant and reviewed all items under this tab. General discussion followed.

Tab 4 – FY 2022 Year in Review

Norah White introduced the Year in Review video. General discussion followed.

Tab 5 – Rail to I-Drive Update

Ms. Brooks reviewed all items under this tab. General discussion followed.

## Other New Business

Ms. Brooks reviewed the following handouts:

- Updated Development Map
- Fall 2022 / Winter 2023 I-Drive District Official Guide Map brochure

Ms. Binder provided a memorandum to the Board. See Appendix A. General discussion followed.

**Action Item:** District staff to review available options and proceed as necessary.

**Action Item:** At Mr. Wallack's request, District staff to arrange an update on the Sand Lake Rd. and I-4 diamond interchange at the next Advisory Board meeting.

There was no other new business.

Ms. Pritchard adjourned the meeting at 10:15 a.m.

## Appendix A

### MEMORANDUM

TO: Members of the International Drive Business Improvement District Advisory Board

FROM: Carolyn Binder, CPA

DATE: October 19, 2022

### ITEM DESCRIPTION

To Inform the Advisory Board of Fraudulent Activity in Operating Account

### BACKGROUND

Truist is the District's provider of banking services, and the Truist operating account holds the balances of District funds. We were contacted by the Truist fraud department in June 2022 stating that they had flagged a check that looked suspicious. The Director of Operations reviewed the check and identified additional checks that were indeed fraudulent. The perpetrator created fake checks that looked very close to the District checks, but did not contain the appropriate water mark, had different markings on the back of the check, and included a signature that said "Luann Banks" not "Luann Brooks."

District management worked with our banking representative to immediately add fraud alert to the account. This new process requires a District employee, currently the Director of Operations, to review all account activity each morning and flag any fraudulent transactions. To date, we have identified and prevented 100+ fraudulent checks in excess of \$350,000 from clearing the bank account.

### EVALUATION

Because the fraud alert requires a daily review of transactions, the process is very labor intensive. The District is currently reviewing more permanent solutions to address the potential for further fraudulent activity, which include, but are not limited to the following:

- Close and open a new operating account with Truist
- Close and open a new operating account with another financial institution that includes fraud prevention options
- Add positive pay to the account – this is a feature whereby the District notifies the bank after each check run the numbers and associated amounts of each check. The bank will only clear checks if they match what was provided by the District

### FISCAL IMPACT

There has been no fiscal impact as the fraudulent checks that initially were cleared by the bank were credited back to the District. The fraud alert functionality does not have a fee associated with it. There will be a small fiscal impact estimated at under \$900/year if we close the current account and have to order new stock, and add the positive pay feature which carries a nominal fee.