

**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, January 21, 2020 at 5:02 p.m. at the 6900 Tavistock Lakes Blvd., Suite 200, Orlando, FL 32827.

Board Members listed below constituted a quorum.

Bob da Silva	Vice-Chair
Kam Shenai	Assistant Secretary
John Lynaugh	Assistant Secretary
Kyle Scholl	Assistant Secretary

Also present were:

Jennifer Walden	PFM Group Consulting, LLC
Tucker Mackie	Hopping Green & Sams
Emma Gregory	Hopping Green & Sams
Jeff Newton	Donald W. McIntosh Associates
Larry Kaufmann	Construction Supervisor & Construction Committee member

SECOND ORDER OF BUSINESS

Public Comment Period

Ms. Walden asked if there were any members of the public present who would like to speak. She noted that there was no one from the public in attendance at this time.

THIRD ORDER OF BUSINESS

**Consideration of the Minutes
of the December 17, 2019
Board of Supervisors' Meeting**

The Board reviewed the minutes from the December 17, 2019 Board of Supervisors' Meeting.

On Motion by Mr. Shenai, second by Mr. Lynaugh, with all in favor, the Board of Supervisors of the Myrtle Creek Improvement District approved the Minutes of the December 17, 2019 Board of Supervisors' Meeting.

FOURTH ORDER OF BUSINESS

**Consideration of Resolution
2020-05, Adopting an Internal
Controls Policy**

Ms. Mackie explained last year the Florida Legislature adopted a revision to Chapter 218 that requires governments have policies in place to prevent fraud, waste, and abuse. HGS worked with the District Manager and Auditor to develop Resolution 2020-05. The District Manager was already following these policies but now we have a written format that maintains evidence that the District has complied with the new requirements of Chapter 218. Ms. Mackie requested a motion to approve Resolution 2020-05.

On Motion by Mr. Scholl, second by Mr. da Silva, with all in favor, the Board of Supervisors of the Myrtle Creek Improvement District approved Resolution 2020-05, Adopting an Internal Controls Policy.

FIFTH ORDER OF BUSINESS

Ratification of Operation and Maintenance Expenditures Paid in December 2019 in an amount totaling \$3,314.46

Board Members reviewed the Operation & Maintenance expenditures paid in December 2019 in an amount totaling \$3,314.46. Ms. Walden noted that these have been approved and paid and just need to be ratified by the Board.

On Motion by Mr. da Silva, second by Mr. Lynaugh, with all in favor, the Board of Supervisors of the Myrtle Creek Improvement District ratified Operation and Maintenance Expenditures Paid in December 2019 in an amount totaling \$3,314.46.

SIXTH ORDER OF BUSINESS

Recommended Work Authorization/Proposed Services

Mr. Kaufmann stated there are none for this District.

SEVENTH ORDER OF BUSINESS

Review of District's Financial Position and Budget to Actual YTD

The Board reviewed the District financials through the end of December 2019. Ms. Walden noted that the District has had expenses totaling \$168,600.00. The District is currently running under budget.

Mr. Shenai had various questions about finances. His questions were answered by District staff. Mr. Shenai suggested creating a document for residents with the District's mission statement and communication concerning District matters. Ms. Mackie suggested utilizing the District website for communication. Mr. Shenai will put a package together for the next meeting.

EIGHTH ORDER OF BUSINESS

Staff Reports

District Counsel – No Report

District Manager – Ms. Walden noted that the next meeting is scheduled for Tuesday, February 18, 2020. There will be a public hearing for the Rules of Procedure on that date.

District Engineer – No Report

Construction Supervisor – No Report

Irrigation Specialist – No Report

NINTH ORDER OF BUSINESS

**Supervisor Requests,
Audience Comments
& Adjournment**

Ms. Walden called for Supervisor requests. Hearing none, she requested a motion to adjourn.

On Motion by Mr. Scholl, second by Mr. Lynaugh, with all in favor, the January 21, 2020 Meeting of the Board of Supervisors of the Myrtle Creek Improvement District was adjourned.


Secretary/Assistant Secretary


Chair/Vice Chair