

**MYRTLE CREEK IMPROVEMENT DISTRICT
BOARD OF SUPERVISORS' MEETING MINUTES**

FIRST ORDER OF BUSINESS

Roll Call to Confirm a Quorum

The Board of Supervisors' Meeting for the Myrtle Creek Improvement District was called to order on Tuesday, June 21, 2022, at 5:00 p.m. at the Courtyard Orlando Lake Nona, 6955 Lake Nona Blvd, Orlando, FL 32827.

Present:

Bob Da Silva	Chairman
Kam Shenai	Vice Chairman
John Lynaugh	Assistant Secretary
Marsha Leed	Assistant Secretary

Also attending:

Jennifer Walden	PFM	
Lynne Mullins	PFM	
Amanda Lane	PFM	(via phone)
Tucker Mackie	Kutak Rock	
Jeffrey Newton	Donald W. McIntosh Associates	(via phone)
Larry Kaufmann	Construction Supervisor	(via phone)
Scott Thacker	Landscape Supervisor	(via phone)
Matt McDermott	Construction Committee Member	
Aaron Wilbanks	Berman	
Ryan Dugan	Kutak Rock	

SECOND ORDER OF BUSINESS

Public Comment Period

Ms. Walden called for public comments. There were no public comments.

THIRD ORDER OF BUSINESS

**Consideration of the Minutes of the
May 17, 2022, Board of Supervisors'
Meeting**

The Board reviewed the Minutes of the May 17, 2022, Board of Supervisors' Meeting.

On motion by Mr. Shenai, seconded by Mr. Da Silva, with all in favor, the Board of Supervisors for the Myrtle Creek Improvement District approved the Minutes of the May 17, 2022, Board of Supervisors' Meeting.

FOURTH ORDER OF BUSINESS

**Ratification of Operation and
Maintenance Expenditures Paid in
May 2022 in an amount totaling
\$77,674.49**

Ms. Walden noted that these Operation and Maintenance Expenditures have been approved and need to be ratified by the Board.

On motion by Mr. Shenai, seconded by Mr. Lynaugh, with all in favor, the Board of Supervisors for the Myrtle Creek Improvement District ratified the Operation and Maintenance Expenditures Paid in May 2022 in an amount totaling \$77,674.49.

FIFTH ORDER OF BUSINESS

Recommendation of Work Authorization/Proposed Services

Mr. Kaufmann noted that there are no recommendations.

SIXTH ORDER OF BUSINESS

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

The Board reviewed the District's Financial Statements through May 31, 2022. Ms. Walden noted the District has expenses of \$379,000.00 vs. a budget of \$1,009,000.00.

Mr. Shenai expressed confusion about the carryforward revenue. He noted that it shows as both \$457,557.35 and \$84,565.28. Ms. Walden clarified that the \$84,565.28 was the adopted budget amount, and the \$457,557.35 is the actual amount that was carryforward. Ms. Lane explained how the carryforward is calculated and commented that District staff was very conservative when budgeting the carryforward. Mr. Shenai noted that irrigation maintenance has been more consistent than in the past. Mr. McDermott responded that irrigation staff has been consistent in fixing small problems before they become bigger, and that they are under budget. Mr. Shenai asked about flower replacement and mentioned that \$2,300.00 have been spent out of an \$86,000.00 budget. Mr. McDermott noted that at a previous meeting he had gone over some of his plans, including backing out around \$30,000.00 for the Narcoossee and Lake Nona Blvd. work which is still slated to be done this year but may need to be pushed to next year due to the construction. He also plans to get nine 8-inch oak trees, to replace the ones that have been missing, and that Cepra will be doing around \$60,000.00 worth of work, which they'll get started on after the July 4th holiday. Mr. McDermott explained this work includes sabal palms to be added where the space is too small to host oaks, some shrub work on the north side of the road opposite of Village Walk, and sod replacements throughout. Mr. McDermott noted that from the irrigation savings, the irrigation at the Narcoossee and Lake Nona Blvd. intersection was fixed. Mr. Shenai asked about the tree trimming as the budget is \$40,000.00 and nothing has been spent. Mr. McDermott noted that they usually reserve tree trimming for hurricane season if necessary. If there ends up being no need, Mr. McDermott and Mr. Wilbanks would go with the arborist and selectively pick some trees to make sure the area is clear as there are many mature trees in the District.

SEVENTH ORDER OF BUSINESS

Staff Reports

District Counsel – No report.

District Manager – Ms. Walden noted that the next meeting is scheduled for Tuesday, July 19, 2022, and that a public hearing is being held so at least three of the Board Members are needed to be present in person.

District Engineer – Mr. Newton noted the Stormwater Needs Analysis required by the State was transmitted to Orange County earlier in the day.

Construction Supervisor –

Mr. Kaufmann noted that the Developer has decided to delay some of the Performance Dr. Phase 3 Construction for a while longer. They indicated that they were going to install the trails along the perimeter of the proposed right-of-way to provide access to the tennis facilities, which should be starting relatively soon. The remainder of the project is on hold.

Landscape Supervisor –

Mr. Thacker noted that there are 12 oak trees at James Bay Dr. and Lake Nona Blvd. which have been root pruned. Once Performance Dr. construction commences, the trees will be removed but saved, so that when construction is done, they can be replanted.

Irrigation Supervisor –

No report.

EIGHTH ORDER OF BUSINESS

Supervisor Requests

There were no supervisor requests

NINTH ORDER OF BUSINESS

Adjournment

On motion by Mr. Shenai, seconded by Mr. Lynaugh, with all in favor, the June 21, 2022, meeting of the Board of Supervisors for the Myrtle Creek Improvement District was adjourned.


Secretary/Assistant Secretary


Chair/Vice Chair