

# Myrtle Creek Improvement District

3501 Quadrangle Boulevard, Suite 270, Orlando, FL 32817; Phone: 407-723-5900

[www.myrtlecreekid.org](http://www.myrtlecreekid.org)

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The following is the proposed agenda for the upcoming Meeting of the Board of Supervisors for the Myrtle Creek Improvement District ("District"), scheduled to be held at **5:00 p.m. on Tuesday, October 18, 2022, at Courtyard Orlando Lake Nona, 6955 Lake Nona Blvd, Orlando, FL 32827**. A quorum will be confirmed prior to the start of the meeting.

District Staff, please use the following information to join via the computer or the conference line:

Phone: 1-844-621-3956

Computer: pfmgroup.webex.com

Participant Code: 796 580 192#

## BOARD OF SUPERVISORS' MEETING AGENDA

### Organizational Matters

- Roll Call to Confirm a Quorum
- Public Comment Period
- 1. **Consideration of the Minutes of the August 16, 2022, Board of Supervisors' Meeting**
- 2. **Consideration of Resolution 2023-01, Re-setting the Annual Meeting Schedule for Fiscal Year 2023**

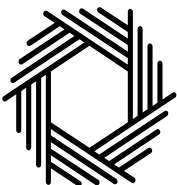
### Business Matters

- 3. **Review of Post Hurricane Ian Report**
  - a) **Consideration of Proposals for Hurricane Landscape Replacement (*provided under separate cover*)**
- 4. **Consideration of Fiscal Year 2022 Audit Engagement Letter with Berger, Toombs, Elam, Gaines & Frank**
- 5. **Ratification of Egis Insurance Package for FY 2023**
- 6. **Ratification of Operation and Maintenance Expenditures Paid in August 2022 in an amount totaling \$151,273.80**
- 7. **Ratification of Operation and Maintenance Expenditures Paid in September 2022 in an amount totaling \$84,840.47**
- 8. **Recommendation of Work Authorization/Proposed Services (if applicable)**
- 9. **Review of District's Financial Position and Budget to Actual YTD**

### Other Business

- A. Staff Reports
  - 1. District Counsel
  - 2. District Manager
  - 3. District Engineer
  - 4. Construction Supervisor
  - 5. Landscape Supervisor
  - 6. Irrigation Supervisor
- B. Supervisor Requests

### Adjournment



pfm

# **MYRTLE CREEK IMPROVEMENT DISTRICT**

**Minutes of the August 16, 2022,  
Board of Supervisors' Meeting**

**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, August 16, 2022, at 5:00 p.m. at the Courtyard Orlando Lake Nona, 6955 Lake Nona Blvd, Orlando, FL 32827.

Present:

Bob Da Silva	Chairman	(joined at 5:12 p.m.)
Kam Shenai	Vice Chairman	
John Lynaugh	Assistant Secretary	
Marsha Leed	Assistant Secretary	
Kyle Scholl	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	
Larry Kaufmann	Construction Supervisor	(via phone)
Matt McDermott	Construction Committee Member	
Aaron Wilbanks	Berman	
Ryan Dugan	Kutak Rock	
Kevin Plenzler	PFM	(via phone)
Jorge Orsini	PFM	(via phone)

**SECOND ORDER OF BUSINESS**

**Public Comment Period**

There were no public comments.

**THIRD ORDER OF BUSINESS**

**Consideration of the Minutes of the  
July 19, 2022, Board of Supervisors'  
Meeting**

The Board reviewed the minutes of the July 19, 2022, Board of Supervisors' Meeting.

On motion by Mr. Shenai, seconded by Mr. Lynaugh, with all in favor, the Board of Supervisors for the Myrtle Creek Improvement District approved the Minutes of the July 19, 2022, Board of Supervisors' Meeting.

**FOURTH ORDER OF BUSINESS**

**Consideration of Resolution 2022-07,  
Approving an Annual Meeting  
Schedule for Fiscal Year 2023**

Ms. Walden stated the District is recommending keeping the third Tuesday of every month at 5:00 p.m. at the current location, with the exception of December moving up a week due to Christmas, and keeping the Construction Committee meeting the same at every other week starting with Thursday, October 6, 2022, same current time and location.

On motion by Mr. Shenai, seconded by Mr. Lynaugh, with all in favor, the Board of Supervisors for the Myrtle Creek Improvement District approved the Resolution 2022-07, Approving an Annual Meeting Schedule for Fiscal Year 2023 with the Board of Supervisors' Meeting schedule taking place on the third Tuesday of each month, except December which is to take place on the second Tuesday, at 5:00 p.m. at the Courtyard Orlando Lake Nona, 6955 Lake Nona Blvd., Orlando, Florida 32827 and the Construction Committee Meeting schedule taking place every other Thursday at 3:30 p.m. at the office of Donald W. McIntosh Associates, Inc., 2200 Park Avenue North, Winter Park, Florida 32789.

## **FIFTH ORDER OF BUSINESS**

### **Public Hearing on the Adoption of the District's Annual Budget and Imposition of Special Assessments**

- a) Public Comments and Testimony**
- b) Board Comments**
- c) Consideration of Resolution 2022-08, Adopting the Fiscal Year 2023 Budget and Appropriating Funds**
- d) Consideration of Resolution 2022-09, Adopting an Assessment Roll and Certifying Special Assessments**

Ms. Walden noted that the budget public hearing was noticed pursuant to Florida Statutes and asked for a motion to open the public hearing.

On motion by Mr. Scholl, seconded by Ms. Leed, with all in favor, the Board of Supervisors for the Myrtle Creek Improvement District opened the Public Hearing.

Ms. Walden stated the budget is an exhibit to Resolution 2022-08. A couple line items were changed under the Wellspring Drive section but the overall budget is the same budget the Board approved back in May.

Ms. Walden noted there are no members of the public present in person or on the phone.

Mr. Shenai asked if the carryforward proposed budget for 2023 would be \$82,000.00 or would it be \$372,000.00 if we didn't use all the funds in 2022. Ms. Lane explained the budget will stay at \$82,000.00 and then as the actuals are calculated every month, if they turn out to be higher than anticipated then that will be reflected in the actual column, but the budget itself will remain at \$82,000.00. Discussion ensued regarding funds remaining in the budget and some of the areas the Board would like to use the funds in the future. A key item that the Board would like staff to continue to monitor and provide suggestions for is landscape enhancements.



On motion by Mr. Scholl, seconded by Mr. Lynaugh, with all in favor, the Board of Supervisors for the Myrtle Creek Improvement District closed the Public Hearing.

There were no additional questions or comments from the Board.

On motion by Mr. Scholl, seconded by Mr. Shenai, with all in favor, the Board of Supervisors for the Myrtle Creek Improvement District approved Resolution 2022-08, Adopting the Fiscal Year 2023 Budget and Appropriating Funds.

Ms. Walden asked for a motion to open the public hearing for special assessments.

On motion by Mr. Scholl, seconded by Ms. Leed, with all in favor, the Board of Supervisors for the Myrtle Creek Improvement District opened the Public Hearing.

Ms. Walden noted the District sent out mailed notices and advertisements as required by Florida Statutes. Ms. Mackie added that this is related to the Wellspring and Performance Drive section and only the landowners that benefit would have received notice. Ms. Walden noted there were no members of the public present.

On motion by Mr. Da Silva, seconded by Mr. Scholl, with all in favor, the Board of Supervisors for the Myrtle Creek Improvement District closed the Public Hearing.

The Board did not have any questions or comments.

On motion by Mr. Da Silva, seconded by Mr. Shenai, with all in favor, the Board of Supervisors for the Myrtle Creek Improvement District approved Resolution 2022-09, Adopting an Assessment Roll and Certifying Special Assessments.

## **SIXTH ORDER OF BUSINESS**

### **Ratification of Operation and Maintenance Expenditures Paid in July 2022 in an amount totaling \$78,422.01**

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 July 2022 in an amount totaling \$78,422.01.

## **SEVENTH ORDER OF BUSINESS**

### **Recommendation of Work Authorization/Proposed Services**

Mr. Kaufmann noted that there are no Work Authorizations.

## **EIGHTH ORDER OF BUSINESS**

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

The Board reviewed the District's Financial Statements through July 2022. Ms. Walden noted the District has spent just over \$533,000.00 of the \$1,009,000.00 budget, which is approximately 52%.

## **NINTH ORDER OF BUSINESS**

### **Staff Reports**

#### District Counsel –

Ms. Mackie stated District staff transmitted the notice of award in response to the RFP for Landscape Maintenance per Board direction at the last meeting. The District did receive a request for information related to the landscape proposals, but no bid protest was received. District staff is finalizing the contract and circulating for signatures.

#### District Manager –

Ms. Walden noted that the next meeting is scheduled for Tuesday, September 20, 2022, also a calendar invite will be coming in a few days for the next Fiscal Year meetings.

Mr. Plenzler stated after reviewing some of the financials he identified some additional funds in the revenue account in conjunction with some work that Ms. Mackie assisted with. It is believed that there is an opportunity to take those funds in the revenue account and apply them to pay down the bonds. There's approximately \$600,000.00 in the revenue account that can be applied and reduce debt service assessments going forward. The annual savings going forward would be on average approximately \$42.00. The range would be from \$28.00 to \$77.00 in savings based on the lot size. Ms. Mackie stated the District refinanced the bonds in 2016 and the bonds did not close until after the assessments for that year were certified. So, for over a year, assessments were over collected. District staff will confirm their understanding that the indenture would allow the District to make an extraordinary redemption. It is anticipated that these savings are there whether the District applies them now or when the next term bond is due. The roll can be certified with or without the reduction and the District can make corrections as needed. Due to this being an extraordinary redemption, District staff will post a notice to the market, the owners essentially, that the District will call their bonds early which has to be done 45 days prior to the redemption date.

#### District Engineer –

No report.

#### Construction Supervisor –

No report.

Landscape Supervisor –

Mr. McDermott stated shrubs have been planted on the west side of the road, as well as some sod work there. He stated that fairly completes the 2022 enhancements minus what has been held off on the Narcoossee Road and Lake Nona Blvd entrance. Mr. McDermott met with Cepra to confirm scope of work, and they are going to get the proposal so that enhancements can be finished out for this year. He wanted to check to make sure the Board is happy with going forward with the shrub and tree work on the sides of the entrance statement. After discussing, the Board decided to wait to do the shrub and tree work on the entrance statement. Mr. McDermott also mentioned the tree trimming budget and that he and Mr. Wilbanks put together a full plan to trim all the trees within the specified budget. This year all of the trees will be trimmed from Narcoossee Road toward the 417 westbound. Next year the funds are available to do the eastbound median trees that weren't touched and still have money left over.

Irrigation Supervisor –

No report.

**TENTH ORDER OF BUSINESS**

**Supervisor Requests**

There were no Supervisor requests.

**ELEVENTH ORDER OF BUSINESS**

**Adjournment**

On motion by Mr. Scholl, seconded by Mr. Da Silva, with all in favor, the August 16, 2022, meeting of the Board of Supervisors for the Myrtle Creek Improvement District was adjourned.

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**Secretary/Assistant Secretary**

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**Chair/Vice Chair**

# **MYRTLE CREEK IMPROVEMENT DISTRICT**

**Resolution 2023-01,  
Amending the Annual Meeting Schedule for  
Fiscal Year 2023**

**RESOLUTION 2023-01**

**A RESOLUTION OF MYRTLE CREEK IMPROVEMENT DISTRICT AMENDING THE ANNUAL MEETING SCHEDULE FOR FISCAL YEAR 2022/2023; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the Myrtle Creek Improvement District ("District") is a local unit of special-purpose government organized and existing in accordance with Chapter 190, *Florida Statutes*, and situated entirely within the City of Orlando, Florida; and

**WHEREAS**, the District previously adopted Resolution 2022-07, setting forth the annual schedule of its regular public meetings, which designates the dates of the District's Fiscal Year 2022/2023 meetings ("FY 2023 Schedule"); and

**WHEREAS**, the Board desires to amend the FY 2023 Schedule in order to amend the dates.

**NOW, THEREFORE BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE MYRTLE CREEK IMPROVEMENT DISTRICT:**

**SECTION 1.** The FY 2023 Schedule is hereby amended and approved to reflect that the Board of Supervisors will hold its meetings on the dates noted in **EXHIBIT A**. The amended FY 2023 Schedule shall be published in accordance with the requirements of Florida law and also provided to applicable governing authorities.

**SECTION 2.** This Resolution shall become effective immediately upon its adoption.

**PASSED AND ADOPTED** this 18<sup>th</sup> day of OCTOBER, 2022.

ATTEST:

**MYRTLE CREEK IMPROVEMENT DISTRICT**

\_\_\_\_\_  
Secretary/Assistant Secretary

\_\_\_\_\_  
Chairperson, Board of Supervisors

**EXHIBIT A**

**Myrtle Creek Improvement District  
Fiscal Year 2022-2023**

The Board of Supervisors of the Myrtle Creek Improvement District will hold its meetings for the Fiscal Year 2023 at the Courtyard Orlando Lake Nona, 6955 Lake Nona Blvd., Orlando, Florida 32827 at 5:00 p.m. on the third Tuesday of each month unless otherwise noted below.

October 18, 2022  
November 15, 2022  
December 13, 2022  
January 17, 2023  
February 21, 2023  
March 21, 2023  
April 18, 2023  
May 9, 2023  
June 20, 2023  
July 18, 2023  
August 15, 2023  
September 19, 2023

**Construction Committee of the Boggy Creek, Greeneway, Midtown & Myrtle Creek  
Improvement Districts and the Poitras East Community Development District  
Fiscal Year 2022-2023**

The Construction Committee of the Boggy Creek, Greeneway, Midtown and Myrtle Creek Improvement Districts and the Poitras East Community Development District will be meeting for the Fiscal Year 2023 in the office of Donald W. McIntosh Associates, Inc., 2200 Park Avenue North, Winter Park, FL 32789 at 3:30 p.m. every other week as follows:

October 6 & 20, 2022  
November 3 & 17, 2022  
December 1, 15 & 29, 2022  
January 12 & 26, 2023  
February 9 & 23, 2023  
March 9 & 23, 2023  
April 6 & 20, 2023  
May 4 & 18, 2023  
June 1, 15 & 29, 2023  
July 13 & 27, 2023  
August 10 & 24, 2023  
September 7 & 21, 2023

# **MYRTLE CREEK IMPROVEMENT DISTRICT**

## **Post Hurricane Ian Report**

## Jennifer Walden

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**Subject:** FW: Hurricane Ian Report Part 2  
**Attachments:** Hurricane Ian Report Boggy Creek Improvement District 2022.docx

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**From:** Aaron Wilbanks <awilbanks@bermancorp.com>  
**Sent:** Tuesday, October 4, 2022 9:14 AM  
**To:** Jennifer Walden <waldenj@pfm.com>; Lynne Mullins <mullinsl@pfm.com>  
**Subject:** RE: Hurricane Ian Report Part 2

**ALERT:** This message is from an external source. **BE CAUTIOUS** before clicking any link or attachment

Good morning Jennifer,  
I apologize for the delayed response as we were engulfed with the clean up operations.

There are two trees in Myrtle Creek needing removal. Because of the location, I do not believe they need replacement. They are located on the KPMG side of the street behind the berm.

Respectfully,  
Aaron



# **MYRTLE CREEK IMPROVEMENT DISTRICT**

**Proposals for  
Hurricane Landscape Replacement**  
*(provided under separate cover)*

# **MYRTLE CREEK IMPROVEMENT DISTRICT**

**Fiscal Year 2022 Audit Engagement Letter with  
Berger, Toombs, Elam, Gaines & Frank**



# Berger, Toombs, Elam, Gaines & Frank

Certified Public Accountants PL

600 Citrus Avenue  
Suite 200  
Fort Pierce, Florida 34950

772/461-6120 // 461-1155  
FAX: 772/468-9278

August 12, 2022

Myrtle Creek Improvement District  
PFM Group Consulting, LLC  
3501 Quadrangle Blvd, Suite 270  
Orlando, FL 32817

## **The Objective and Scope of the Audit of the Financial Statements**

You have requested that we audit the financial statements of Myrtle Creek Improvement District, (the "District"), which comprise governmental activities and each major fund as of and for the years ended September 30, 2022, which collectively comprise the basic financial statements. We are pleased to confirm our acceptance and our understanding of this audit engagement by means of this letter for the year ending September 30, 2022.

The objectives of our audit are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with auditing standards generally accepted in the United States of America (GAAS) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users made on the basis of these financial statements. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

## **The Responsibilities of the Auditor**

We will conduct our audit in accordance with (GAAS). Those standards require that we comply with applicable ethical requirements. As part of an audit in accordance with GAAS, we exercise professional judgement and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion.

Fort Pierce / Stuart

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Member AICPA Division for CPA Firms  
Private Companies practice Section

Member FICPA



Myrtle Creek Improvement District  
August 12, 2022  
Page 2

- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. However, we will communicate to you in writing concerning any significant deficiencies or material weaknesses in internal control relevant to the audit of the financial statements that we have identified during the audit.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the District's ability to continue as a going concern for the reasonable period of time.

Because of the inherent limitations of an audit, together with the inherent limitations of internal control, an unavoidable risk that some material misstatements may not be detected exists, even though the audit is properly planned and performed in accordance with GAAS.

We will maintain our independence in accordance with the standards of the American Institute of Certified public Accountants.



Myrtle Creek Improvement District  
August 12, 2022  
Page 3

## **The Responsibilities of Management and Identification of the Applicable Financial Reporting Framework**

Management is responsible for:

1. Identifying and ensuring that the District complies with the laws and regulations applicable to its activities, and for informing us about all known violations of such laws or regulations, other than those that are clearly inconsequential;
2. The design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the District involving management, employees who have significant roles in internal control, and others where the fraud could have a material effect on the financial statements; and
3. Informing us of its knowledge of any allegations of fraud or suspected fraud affecting the District received in communications from employees, former employees, analysts, regulators, short sellers, vendors, customers or others.

The Board is responsible for informing us of its views about the risks of fraud within the entity, and its knowledge of any fraud or suspected fraud affecting the entity.

Our audit will be conducted on the basis that management acknowledges and understands that it has responsibility:

1. To evaluate subsequent events through the date the financial statements are issued or available to be issued, and to disclose the date through which subsequent events were evaluated in the financial statements. Management also agrees that it will not conclude on subsequent events earlier than the date of the management representation letter referred to below;
2. For the design, implementation and maintenance of internal control relevant to the preparations of fair presentation of financial statements that are free from material misstatement, whether due to fraud or error; and
3. To provide us with:
  - a. Access to all information of which management is aware that is relevant to the preparation and fair presentation of the financial statements including information relevant to disclosures;
  - b. Draft financial statements, including information relevant to their preparation and fair presentation, when needed to allowed for the completion of the audit in accordance with the proposed timeline;



Myrtle Creek Improvement District  
August 12, 2022  
Page 4

- c. Additional information that we may request from management for the purpose of the audit; and
- d. Unrestricted access to persons within the District from whom we determine it necessary to obtain audit evidence.

As part of our audit process, we will request from management written confirmation concerning representations made to us in connection with the audit, including among other items:

- 1. That management has fulfilled its responsibilities as set out in the terms of this engagement letter; and
- 2. That it believes the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

## **Reporting**

We will issue a written report upon completion of our audit of Myrtle Creek Improvement District's financial statements. Our report will be addressed to the Board of Myrtle Creek Improvement District. We cannot provide assurance that an unmodified opinion will be expressed. Circumstances may arise in which it is necessary for us to modify our opinion, add an emphasis-of-matter or other-matter paragraph(s), or withdraw from the engagement.

## **Records and Assistance**

During the course of our engagement, we may accumulate records containing data that should be reflected in the of Myrtle Creek Improvement District books and records. The District will determine that all such data, if necessary, will be so reflected. Accordingly, the District will not expect us to maintain copies of such records in our possession.

The assistance to be supplied, including the preparation of schedules and analyses of accounts, has been discussed and coordinated with Jennifer Walden. The timely and accurate completion of this work is an essential condition to our completion of the audit and issuance of our audit report, which must be completed and filed with the Auditor General within nine (9) months after the end of the fiscal year. If the information is timely provided, the District shall receive a draft by May 15, 2023, and if the draft is timely reviewed by Management, the District shall receive the final audit by June 15, 2023.

## **Other Relevant Information**

In accordance with Government Auditing Standards, a copy of our most recent peer review report has been provided to you, for your information.



Myrtle Creek Improvement District  
August 12, 2022  
Page 5

Either party may unilaterally terminate this agreement, with or without cause, upon sixty (60) days written notice subject to the condition that the District will pay all invoices for services rendered prior to the date of termination.

### **Fees, Costs and Access to Workpapers**

Our fees for the services described above are based upon the value of the services performed and the time required by the individuals assigned to the engagement, plus direct expenses. Invoices for fees will be submitted in sufficient detail to demonstrate compliance with the terms of this engagement. Billings are due upon submission. Our fee for the services described in this letter for the year ending September 30, 2022 will not exceed \$3,625, unless the scope of the engagement is changed, the assistance which of Myrtle Creek Improvement District has agreed to furnish is not provided, or unexpected conditions are encountered, in which case we will discuss the situation with you before proceeding. All other provisions of this letter will survive any fee adjustment.

In the event we are requested or authorized by of Myrtle Creek Improvement District or are required by government regulation, subpoena, or other legal process to produce our documents or our personnel as witnesses with respect to our engagement for of Myrtle Creek Improvement District, of Myrtle Creek Improvement District will, so long as we are not a party to the proceeding in which the information is sought, reimburse us for our professional time and expenses, as well as the fees and expenses of our counsel, incurred in responding to such requests.

The audit documentation for this engagement is the property of Berger, Toombs, Elam, Gaines, & Frank and constitutes confidential information. However, you acknowledge and grant your assent that representatives of the cognizant or oversight agency or their designee, other government audit staffs, and the U.S. Government Accountability Office shall have access to the audit documentation upon their request and that we shall maintain the audit documentation for a period of at least three years after the date of the report, or for a longer period if we are requested to do so by the cognizant or oversight agency.

Access to requested documentation will be provided under the supervision of Berger, Toombs, Elam, Gaines, & Frank audit personnel and at a location designated by our Firm.



Myrtle Creek Improvement District  
August 12, 2022  
Page 6

### **Information Security – Miscellaneous Terms**

Berger, Toombs, Elam, Gaines & Frank is committed to the safe and confidential treatment of Myrtle Creek Improvement District's proprietary information. Berger, Toombs, Elam, Gaines & Frank is required to maintain the confidential treatment of client information in accordance with relevant industry professional standards which govern the provision of services described herein. of Myrtle Creek Improvement District agrees that it will not provide Berger, Toombs, Elam, Gaines & Frank with any unencrypted electronic confidential or proprietary information, and the parties agree to utilize commercially reasonable measures to maintain the confidentiality of Myrtle Creek Improvement District's information, including the use of collaborate sites to ensure the safe transfer of data between the parties.

If any term or provision of this engagement letter is determined to be invalid or unenforceable, such term or provision will be deemed stricken and all other terms and provisions will remain in full force and effect.

Because Berger, Toombs, Elam, Gaines & Frank will rely on of Myrtle Creek Improvement District and its management and Board of Supervisors to discharge the foregoing responsibilities, of Myrtle Creek Improvement District holds harmless and releases Berger, Toombs, Elam, Gaines & Frank, its partners, and employees from all claims, liabilities, losses and costs arising in circumstances where there has been a known misrepresentation by a member of Myrtle Creek Improvement District's management, which has caused, in any respect, Berger, Toombs, Elam, Gaines & Frank's breach of contract or negligence. This provision shall survive the termination of this arrangement for services.

This letter constitutes the complete and exclusive statement of agreement between Berger, Toombs, Elam, Gaines, & Frank and of Myrtle Creek Improvement District, superseding all proposals, oral or written, and all other communications, with respect to the terms of the engagement between the parties.





Berger, Toombs, Elam,  
Gaines & Frank  
Certified Public Accountants PL

Myrtle Creek Improvement District  
August 12, 2022  
Page 7

Please sign and return the attached copy of this letter to indicate your acknowledgment of, and agreement with, the arrangements for our audit of the financial statements including our respective responsibilities.

Sincerely,

*Berger Toombs Elam  
Gaines & Frank*

BERGER, TOOMBS, ELAM, GAINES & FRANK  
J. W. Gaines, CPA

Confirmed on behalf of the addressee:

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Judson B. Baggett  
MBA, CPA, CVA, Partner  
Marci Reutimann  
CPA, Partner

6815 Dairy Road  
Zephyrhills, FL 33542  
(813) 788-2155  
(813) 782-8606

## Report on the Firm's System of Quality Control

To the Partners

October 30, 2019

Berger, Toombs, Elam, Gaines & Frank, CPAs, PL  
and the Peer Review Committee of the Florida Institute of Certified Public Accountants

We have reviewed the system of quality control for the accounting and auditing practice of Berger, Toombs, Elam, Gaines & Frank, CPAs, PL, (the firm), in effect for the year ended May 31, 2019. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at [aicpa.org/prsummary](http://aicpa.org/prsummary). The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

### Firm's Responsibility

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

### Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of the system of quality control, and the firm's compliance therewith based on our review.

### Required Selections and Considerations

Engagements selected for review included engagements performed under *Government Auditing Standards*, including a compliance audit under the Single Audit Act.

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

### Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Berger, Toombs, Elam, Gaines & Frank, CPAs, PL, in effect for the year ended May 31, 2019, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)*, or *fail*. Berger, Toombs, Elam, Gaines & Frank, CPAs, PL has received a peer review rating of *pass*.

*Baggett, Reutimann & Associates, CPAs, PA*  
BAGGETT, REUTIMANN & ASSOCIATES, CPAs, PA  
Signed Electronically by Baggett, Reutimann & Associates, CPAs, PA. E-mail: [jbaggett@brap.com](mailto:jbaggett@brap.com)

**ADDENDUM TO ENGAGEMENT LETTER  
MYRTLE CREEK IMPROVEMENT DISTRICT  
DATED AUGUST 12, 2022**

**Public Records.** Auditor shall, pursuant to and in accordance with Section 119.0701, Florida Statutes, comply with the public records laws of the State of Florida, and specifically shall:

- a. Keep and maintain public records required by the District to perform the services or work set forth in this Agreement; and
- b. Upon the request of the District's custodian of public records, provide the District with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes, or as otherwise provided by law; and
- c. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the Agreement if the Auditor does not transfer the records to the District; and
- d. Upon completion of the Agreement, transfer, at no cost to the District, all public records in possession of the Auditor or keep and maintain public records required by the District to perform the service or work provided for in this Agreement. If the Auditor transfers all public records to the District upon completion of the Agreement, the Auditor shall destroy any duplicate public records that are exempt or confidential and exempt from public disclosure requirements. If the Auditor keeps and maintains public records upon completion of the Agreement, the Auditor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the District, upon request from the District's custodian of public records, in a format that is compatible with the information technology systems of the District.

Auditor acknowledges that any requests to inspect or copy public records relating to this Agreement must be made directly to the District pursuant to Section 119.0701(3), Florida Statutes. If notified by the District of a public records request for records not in the possession of the District but in possession of the Auditor, the Auditor shall provide such records to the District or allow the records to be inspected or copied within a reasonable time. Auditor acknowledges that should Auditor fail to provide the public records to the District within a reasonable time, Auditor may be subject to penalties pursuant to Section 119.10, Florida Statutes.

**IF THE AUDITOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE AUDITOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT/CONTRACT, THE AUDITOR MAY CONTACT THE CUSTODIAN OF PUBLIC RECORDS FOR THE DISTRICT AT:**

**PFM CONSULTING GROUP, LLC  
3501 QUADRANGLE BLVD, SUITE 270  
ORLANDO, FL 32817  
TELEPHONE: 407-723-5900  
EMAIL: RECORDREQUEST@PFM.COM**

**Auditor: \_**



**District: Myrtle Creek  
Improvement District**

**Title: Director**

**Title: \_\_\_\_\_**

**Date: August 12, 2022**

**Date: \_\_\_\_\_**

# **MYRTLE CREEK IMPROVEMENT DISTRICT**

**Egis Insurance Package for FY 2023**



## Egis Insurance & Risk Advisors

Is pleased to provide a

Proposal of Insurance Coverage for:

### Myrtle Creek Improvement District

Please review the proposed insurance coverage terms and conditions carefully.

Written request to bind must be received prior to the effective date of coverage.

The brief description of coverage contained in this document is being provided as an accommodation only and is not intended to cover or describe all Coverage Agreement terms. For more complete and detailed information relating to the scope and limits of coverage, please refer directly to the Coverage Agreement documents. Specimen forms are available upon request.

## **About FIA**

Florida Insurance Alliance (“FIA”), authorized and regulated by the Florida Office of Insurance Regulation, is a non-assessable, governmental insurance Trust. FIA was created in September 2011 at a time when a large number of Special Taxing Districts were having difficulty obtaining insurance.

Primarily, this was due to financial stability concerns and a perception that these small to mid-sized Districts had a disproportionate exposure to claims. Even districts that were claims free for years could not obtain coverage. FIA was created to fill this void with the goal of providing affordable insurance coverage to Special Taxing Districts. Today, FIA proudly serves and protects nearly 1,000 public entity members.

### **Competitive Advantage**

FIA allows qualifying Public Entities to achieve broad, tailored coverages with a cost-effective insurance program. Additional program benefits include:

- Insure-to-value property limits with no coinsurance penalties
- First dollar coverage for “alleged” public official ethics violations
- Proactive in-house claims management and loss control department
- Complimentary risk management services including on-site loss control, property schedule verification and contract reviews
- Online Risk Management Education & Training portal
- Online HR & Benefits Support portal
- HR Hotline
- Safety Partners Matching Grant Program

### **How are FIA Members Protected?**

FIA employs a conservative approach to risk management. Liability risk retained by FIA is fully funded prior to the policy term through member premiums. The remainder of the risk is transferred to reinsurers. FIA’s primary reinsurers, Lloyds of London and Hudson Insurance Company, both have AM Best A XV (Excellent) ratings and surplus of \$2Billion or greater.

In the event of catastrophic property losses due to a Named Storm (i.e., hurricane), the program bears no risk as all losses are passed on to the reinsurers. FIA purchases property reinsurance to withstand the 1,000-year storm event (probability of exceedance .1%). This level of protection is statistically 2 to 3 times safer than competitors and industry norms.

### **What Are Members Responsible For?**

As a non-assessable Trust, our members are only responsible for two items:

- Annual Premiums
- Individual Member Deductibles

FIA Bylaws prohibit any assessments or other fees.

**Additional information regarding FIA and our member services can be found at [www.fia360.org](http://www.fia360.org).**

Quotation being provided for:

Myrtle Creek Improvement District  
c/o PFM Group Consulting, LLC  
3501 Quadrangle Boulevard, Suite 270  
Orlando, FL 32817

Term: October 1, 2022 to October 1, 2023

Quote Number: 100122266

## PROPERTY COVERAGE

### SCHEDULE OF COVERAGES AND LIMITS OF COVERAGE

COVERED PROPERTY	
Total Insured Values – Blanket Building and Contents – Per Schedule on file totalling	Not Included
Loss of Business Income	Not Included
Additional Expense	Not Included
Inland Marine	
Scheduled Inland Marine	Not Included

It is agreed to include automatically under this Insurance the interest of mortgagees and loss payees where applicable without advice.

	Valuation	Coinsurance
Property	Replacement Cost	None
Inland Marine	Actual Cash Value	None

DEDUCTIBLES:	Not Applicable	Per Occurrence, All other Perils, Building & Contents and Extensions of Coverage.
	Not Applicable	Total Insured Values per building, including vehicle values, for "Named Storm" at each affected location throughout Florida subject to a minimum of Not Applicable per occurrence, per Named Insured.
	Per Attached Schedule	Inland Marine

Special Property Coverages		
Coverage	Deductibles	Limit
Earth Movement	Not Applicable	Not Included
Flood	Not Applicable	Not Included
Boiler & Machinery		Not Included
TRIA		Not Included

\*Except for Zones A & V see page 8 (Terms and Conditions) excess of NFIP, whether purchased or not

**TOTAL PROPERTY PREMIUM**

**Not Included**



**Extensions of Coverage**

If marked with an "X" we will cover the following EXTENSIONS OF COVERAGE under this Agreement, These limits of liability do not increase any other applicable limit of liability.

(X)	Code	Extension of Coverage	Limit of Liability
	A	Accounts Receivable	\$500,000 in any one occurrence
	B	Animals	\$1,000 any one Animal \$5,000 Annual Aggregate in any one agreement period
	C	Buildings Under Construction	As declared on Property Schedule, except new buildings being erected at sites other than a covered location which is limited to \$250,000 estimated final contract value any one construction project.
	D	Debris Removal Expense	\$250,000 per insured or 25% of loss, whichever is greater
	E	Demolition Cost, Operation of Building Laws and Increased Cost of Construction	\$500,000 in any one occurrence
	F	Duty to Defend	\$100,000 any one occurrence
	G	Errors and Omissions	\$250,000 in any one occurrence
	H	Expediting Expenses	\$250,000 in any one occurrence
	I	Fire Department Charges	\$50,000 in any one occurrence
	J	Fungus Cleanup Expense	\$50,000 in the annual aggregate in any one occurrence
	K	Lawns, Plants, Trees and Shrubs	\$50,000 in any one occurrence
	L	Leasehold Interest	Included
	M	Air Conditioning Systems	Included
	N	New locations of current Insureds	\$1,000,000 in any one occurrence for up to 90 days, except 60 days for Dade, Broward, Palm Beach from the date such new location(s) is first purchased, rented or occupied whichever is earlier. Monroe County on prior submit basis only
	O	Personal property of Employees	\$500,000 in any one occurrence
	P	Pollution Cleanup Expense	\$50,000 in any one occurrence
	Q	Professional Fees	\$50,000 in any one occurrence
	R	Recertification of Equipment	Included
	S	Service Interruption Coverage	\$500,000 in any one occurrence
	T	Transit	\$1,000,000 in any one occurrence
	U	Vehicles as Scheduled Property	Included
	V	Preservation of Property	\$250,000 in any one occurrence
	W	Property at Miscellaneous Unnamed Locations	\$250,000 in any one occurrence
	X	Piers, docs and wharves as Scheduled Property	Included on a prior submit basis only

	Y	Glass and Sanitary Fittings Extension	\$25,000 any one occurrence
	Z	Ingress / Egress	45 Consecutive Days
	AA	Lock and Key Replacement	\$2,500 any one occurrence
	BB	Awnings, Gutters and Downspouts	Included
	CC	Civil or Military Authority	45 Consecutive days and one mile

## CRIME COVERAGE

<u>Description</u>	<u>Limit</u>	<u>Deductible</u>
Forgery and Alteration	Not Included	Not Included
Theft, Disappearance or Destruction	Not Included	Not Included
Computer Fraud including Funds Transfer Fraud	Not Included	Not Included
Employee Dishonesty, including faithful performance, per loss	Not Included	Not Included

## AUTOMOBILE COVERAGE

Coverages	Covered Autos	Limit	Premium
Covered Autos Liability	8,9	\$1,000,000	Included
Personal Injury Protection	N/A		Not Included
Auto Medical Payments	N/A		Not Included
Uninsured Motorists including Underinsured Motorists	N/A		Not Included
Physical Damage Comprehensive Coverage	N/A	Actual Cash Value Or Cost Of Repair, Whichever Is Less, Minus Applicable Deductible (See Attached Schedule) For Each Covered Auto, But No Deductible Applies To Loss Caused By Fire or Lightning.  See item Four for Hired or Borrowed Autos.	Not Included
Physical Damage Specified Causes of Loss Coverage	N/A	Actual Cash Value Or Cost Of Repair, Whichever Is Less, Minus Applicable Deductible (See Attached Schedule) For Each Covered Auto For Loss Caused By Mischief Or Vandalism  See item Four for Hired or Borrowed Autos.	Not Included
Physical Damage Collision Coverage	N/A	Actual Cash Value Or Cost Of Repair, Whichever Is Less, Minus Applicable Deductible (See Attached Schedule) For Each Covered Auto  See item Four for Hired or Borrowed Autos.	Not Included
Physical Damage Towing And Labor	N/A	\$0 For Each Disablement Of A Private Passenger Auto	Not Included

**GENERAL LIABILITY COVERAGE (Occurrence Basis)**

Bodily Injury and Property Damage Limit	\$1,000,000
Personal Injury and Advertising Injury	Included
Products & Completed Operations Aggregate Limit	Included
Employee Benefits Liability Limit, per person	\$1,000,000
Herbicide & Pesticide Aggregate Limit	\$1,000,000
Medical Payments Limit	\$5,000
Fire Damage Limit	Included
No fault Sewer Backup Limit	\$25,000/\$250,000
General Liability Deductible	\$0

**PUBLIC OFFICIALS AND EMPLOYMENT PRACTICES LIABILITY (Claims Made)**

Public Officials and Employment Practices Liability Limit	Per Claim	\$1,000,000
	Aggregate	\$2,000,000
Public Officials and Employment Practices Liability Deductible		\$0

Supplemental Payments: Pre-termination \$2,500 per employee - \$5,000 annual aggregate.  
Non-Monetary \$100,000 aggregate.

Cyber Liability sublimit included under POL/EPLI

Media Content Services Liability  
Network Security Liability  
Privacy Liability  
First Party Extortion Threat  
First Party Crisis Management  
First Party Business Interruption  
Limit: \$100,000 each claim/annual aggregate



## PREMIUM SUMMARY

**Myrtle Creek Improvement District  
c/o PFM Group Consulting, LLC  
3501 Quadrangle Boulevard, Suite 270  
Orlando, FL 32817**

**Term: October 1, 2022 to October 1, 2023**

**Quote Number: 100122266**

### PREMIUM BREAKDOWN

Property (Including Scheduled Inland Marine)	Not Included
Crime	Not Included
Automobile Liability	Not Included
Hired Non-Owned Auto	Included
Auto Physical Damage	Not Included
General Liability	\$4,458
Public Officials and Employment Practices Liability	\$3,892
Deadly Weapon Protection Coverage	Not Included
<b>TOTAL PREMIUM DUE</b>	<b>\$8,350</b>

### IMPORTANT NOTE

Defense Cost - Outside of Limit, Does Not Erode the Limit for General Liability, Public Officials Liability, and Employment related Practices Liability.

Deductible does not apply to defense cost. Self-Insured Retention does apply to defense cost.

Additional Notes:

(None)



**PARTICIPATION AGREEMENT**  
**Application for Membership in the Florida Insurance Alliance**

The undersigned local governmental entity, certifying itself to be a public agency of the State of Florida as defined in Section 163.01, Florida Statutes, hereby formally makes application with the Florida Insurance Alliance ("FIA") for continuing liability and/or casualty coverage through membership in FIA, to become effective 12:01 a.m., 10/01/2022, and if accepted by the FIA's duly authorized representative, does hereby agree as follows:

- (a) That, by this reference, the terms and provisions of the Interlocal Agreement creating the Florida Insurance Alliance are hereby adopted, approved and ratified by the undersigned local governmental entity. The undersigned local governmental entity certifies that it has received a copy of the aforementioned Interlocal Agreement and further agrees to be bound by the provisions and obligations of the Interlocal Agreement as provided therein;
- (b) To pay all premiums on or before the date the same shall become due and, in the event Applicant fails to do so, to pay any reasonable late penalties and charges arising therefrom, and all costs of collection thereof, including reasonable attorneys' fees;
- (c) To abide by the rules and regulations adopted by the Board of Directors;
- (d) That should either the Applicant or the Fund desire to cancel coverage; it will give not less than thirty (30) days prior written notice of cancellation;
- (e) That all information contained in the underwriting application provided to FIA as a condition precedent to participation in FIA is true, correct and accurate in all respects.

Myrtle Creek Improvement District

\_\_\_\_\_  
(Name of Local Governmental Entity)  
By: [Signature]  
Signature

BOB DA SILVA  
Print Name

Witness By: [Signature]  
Signature

JENNIFER L. WALDEN  
Print Name

IS HEREBY APPROVED FOR MEMBERSHIP IN THIS FUND, AND COVERAGE IS EFFECTIVE October 1, 2022

By: \_\_\_\_\_  
Administrator

# **MYRTLE CREEK IMPROVEMENT DISTRICT**

**Operation and Maintenance Expenditures Paid in  
August 2022 in an amount totaling \$151,273.80**

# MYRTLE CREEK IMPROVEMENT DISTRICT

DISTRICT OFFICE • 3501 QUADRANGLE BLVD STE 270 • ORLANDO, FL 32817  
PHONE: (407) 723-5900 • FAX: (407) 723-5901

## **Operation and Maintenance Expenditures For Board Approval**

Attached please find the check register listing Operations and Maintenance expenditures paid from August 1, 2022 through August 31, 2022. This does not include expenditures previously approved by the Board.

The total items being presented:      **\$151,273.80**

Approval of Expenditures:

---

\_\_\_\_\_ Chairman

\_\_\_\_\_ Vice Chairman

\_\_\_\_\_ Assistant Secretary



**Myrtle Creek Improvement District**  
**AP Check Register (Current by Bank)**  
Check Dates: 8/1/2022 to 8/31/2022

Check No.	Date	Status*	Vendor ID	Payee Name	Amount
<b>BANK ID: SUN - CITY NATIONAL BANK</b>					<b>001-101-0000-00-01</b>
4174	8/04/22	M	BERMAN	Berman Construction	\$3,000.01
4175	8/04/22	M	CEPRA	Cepra Landscape	\$20,653.75
4176	8/04/22	M	JLYNAU	John Peter Lynaugh	\$200.00
4177	8/04/22	M	KSHENA	Kamalakar Shenai	\$200.00
4178	8/04/22	M	LDASIL	Lionel R. Dasilva	\$200.00
4179	8/04/22	M	MLEED	Marsha Leed	\$200.00
4180	8/04/22	M	PFMGC	PFM Group Consulting	\$30.24
4181	8/04/22	M	VGLOBA	VGlobalTech	\$570.00
4182	8/08/22	M	KUT K	Kutak Rock	\$2,276.87
4183	08/11/22	M	AWC	Aquatic Weed Control, Inc.	\$325.00
4184	08/11/22	M	CEPRA	Cepra Landscape	\$3,412.40
4185	08/11/22	M	DONMC	Donald W. McIntosh ssociates	\$375.00
4186	08/11/22	M	VGLOBA	VGlobalTech	\$135.00
4187	8/17/22	M	CEPRA	Cepra Landscape	\$2,280.00
4188	8/17/22	M	TRUSTE	US Bank as Trustee for Myrtle	\$17,415.81
4189	8/24/22	M	CEPRA	Cepra Landscape	\$62,630.70
4190	8/24/22	M	JLYNAU	John Peter Lynaugh	\$200.00
4191	8/24/22	M	KSCHOL	Kyle Scholl	\$200.00
4192	8/24/22	M	KSHENA	Kamalakar Shenai	\$200.00
4193	8/24/22	M	LDASIL	Lionel R. Dasilva	\$200.00
4194	8/24/22	M	MLEED	Marsha Leed	\$200.00
4195	8/24/22	M	PFMGC	PFM Group Consulting	\$3,570.80
4196	8/24/22	M	BCID	Boggy Creek Improv. District	\$46.00
4197	8/24/22	M	BERMAN	Berman Construction	\$3,000.01
4198	8/24/22	M	CEPRA	Cepra Landscape	\$21,045.55
4199	8/30/22	M	KUT K	Kutak Rock	\$2,781.86
4200	8/30/22	M	PFMGC	PFM Group Consulting	\$10,393.73
<b>BANK SUN REGISTER TOTAL:</b>					<b>\$155,742.73</b>
<b>GRAND TOTAL :</b>					<b>\$155,742.73</b>

138,326.92	Checks 4174-4187, 4189-4200
17,415.81	Check 4188 for Debt Service
8,038.60	PA 547 - Jul. ICM due to Boggy Creek
4,908.28	PA 547 - OUC paid online
168,689.61	Total cash spent
151,273.80	O&M cash spent

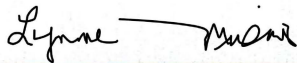
\* Check Status Types: "P" - Printed ; "M" - Manual ; "V" - Void ( V id Date ) ; "A" - Application ; "E" - EFT  
\*\* Denotes broken check sequence.

## MYRTLE CREEK IMPROVEMENT DISTRICT

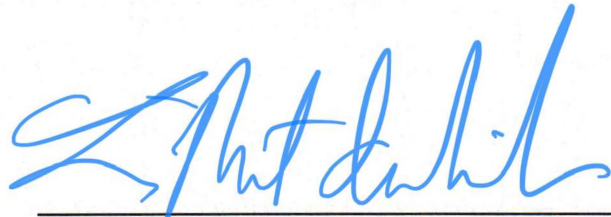
### Payment Authorization #543

7/8/2022

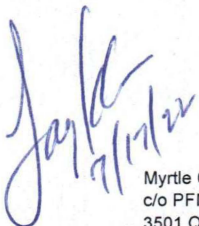
Item No.	Payee	Invoice Number	General Fund
1	<b>Aquatic Weed Control</b> July Waterway Service	72747	\$ 325.00
2	<b>Berman Construction</b> June Administrator & Irrigation Specialist November Administrator & Irrigation Specialist	19879 20520	\$ 3,000.01 \$ 3,000.01
3	<b>Boggy Creek Improvement District</b> June ICM Expenses	ICM2022-09	\$ 8,574.48
4	<b>Cepira Landscape</b> July Landscape Maintenance Clock 1 Troubleshooting and Repairs Oak Tree Bubbler Installation Pine Tree Removal	ORL2366 ORL2495 ORL2497 ORL2513	\$ 17,945.75 \$ 2,000.00 \$ 534.40 \$ 10,000.00
5	<b>Digital Assurance Certification</b> Annual Dissemination Services	59334	\$ 1,500.00
6	<b>Donald W McIntosh Associates</b> Engineering Services Through 06/17/2022 Stormwater Management System Needs Analysis Through 06/24/2022	42823 42836	\$ 375.00 \$ 1,968.00
7	<b>HTFL</b> Live Oaks (9) Installation	10136	\$ 36,000.00
TOTAL			\$ 85,222.65



Secretary/Assistant Secretary



Chairperson



7/17/22

Myrtle Creek Improvement District  
c/o PFM Group Consulting  
3501 Quadrangle Boulevard, Ste. 270  
Orlando, FL 32817  
LaneA@pfm.com // (407) 723-5925

**RECEIVED**

By Amanda Lane at 3:51 pm, Jul 18, 2022

# MYRTLE CREEK IMPROVEMENT DISTRICT

## Funding Request #119

7/8/2022


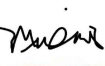
Item No.	Payee	Invoice Number	General Fund
1	<b>Cepira Landscape</b> Wellspring July Landscaping	ORL2366	\$ 2,708.00
TOTAL			\$ 2,708.00

## MYRTLE CREEK IMPROVEMENT DISTRICT

### Payment Authorization #545

7/22/2022

Item No.	Payee	Invoice Number	General Fund
1	<b>PFM Group Consulting</b> June Reimbursables	OE-EXP-07-00028	\$ 30.24
2	<b>Supervisor Fees - 07/19/2022 Meeting</b> Marsha Leed Kam Shenai John Lynaugh Bob da Silva	-- -- -- --	\$ 200.00 \$ 200.00 \$ 200.00 \$ 200.00
3	<b>VGlobalTech</b> June Website Maintenance Quarter 2 ADA Audit July Website Maintenance	3965 4009 4094	\$ 135.00 \$ 300.00 \$ 135.00
TOTAL			\$ 1,400.24

Secretary/Assistant Secretary



Chairperson

  
7/23/22

Myrtle Creek Improvement District  
c/o PFM Group Consulting  
3501 Quadrangle Boulevard, Ste. 270  
Orlando, FL 32817  
LaneA@pfm.com // (407) 723-5925

**RECEIVED**

By Amanda Lane at 10:14 am, Jul 26, 2022

## MYRTLE CREEK IMPROVEMENT DISTRICT

### Funding Request #121

7/22/2022

Item No.	Payee	Invoice Number	General Fund
1	<b>Boggy Creek Improvement District</b> Reimbursement for Construction-Related Legal Advertising on Req 255	OSC56927503	\$ 46.00
TOTAL			\$ 46.00

## Amanda Lane

---

**From:** Larry Kaufmann <lkaufmann@tavistock.com>  
**Sent:** Saturday, July 23, 2022 1:06 PM  
**To:** Damon Ventura  
**Cc:** Amanda Lane  
**Subject:** FW: Myrtle Creek - FR #121  
**Attachments:** MCID FR 121.pdf

**ALERT:** This message is from an external source. **BE CAUTIOUS** before clicking any link or attachment

MCID FR# 121 is approved for processing.

KDS

Kaufmann Development Services, LLC  
Larry Kaufmann  
(407) 448-6592  
LKaufmann@tavistock.com

---

**From:** Amanda Lane <lanea@pfm.com>  
**Sent:** Friday, July 22, 2022 3:49 PM  
**To:** Damon Ventura <dventura@tavistock.com>; AccountsPayable <accountspayable@tavistock.com>  
**Cc:** Larry Kaufmann <lkaufmann@tavistock.com>  
**Subject:** Myrtle Creek - FR #121

### EXTERNAL E-MAIL

---

Please see attached for Myrtle Creek FR #121 for \$46.00.

Amanda Lane  
Assistant Chief District Accountant

---

PFM Group Consulting LLC  
[LaneA@pfm.com](mailto:LaneA@pfm.com) | web pfm.com  
phone 407.723.5900 (**direct phone 407.723.5925**) | fax 407.723.5901  
3501 Quadrangle Blvd., Ste. 270 | Orlando, FL 32817

# MYRTLE CREEK IMPROVEMENT DISTRICT

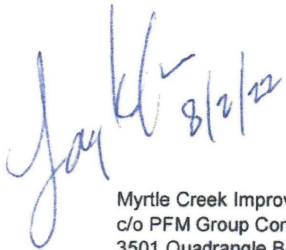
## Payment Authorization #546

7/29/2022

Item No.	Payee	Invoice Number	General Fund
1	Kutak Rock General Counsel Through 06/30/2022	3081679	\$ 2,276.87
TOTAL			\$ 2,276.87

  
Secretary/Assistant Secretary

  
Chairperson



Myrtle Creek Improvement District  
c/o PFM Group Consulting  
3501 Quadrangle Boulevard, Ste. 270  
Orlando, FL 32817  
LaneA@pfm.com // (407) 723-5925

**RECEIVED**

By Amanda Lane at 2:18 pm, Aug 05, 2022



## MYRTLE CREEK IMPROVEMENT DISTRICT

### Payment Authorization #547

8/5/2022

Item No.	Payee	Invoice Number	General Fund
1	<b>Aquatic Weed Control</b> August Waterway Service	73814	\$ 325.00
2	<b>Berman Construction</b> August Administrator & Irrigation Specialist	21051	\$ 3,000.01
3	<b>Boggy Creek Improvement District</b> July ICM Expenses	ICM2022-10	\$ 8,038.60
	<b>Cepira Landscape</b> August Landscape Maintenance	ORL2578	\$ 17,945.75
	Controller 5 Repairs	ORL2721	\$ 1,959.60
	July Irrigation Repairs	ORL2722	\$ 1,452.80
4	<b>Donald W McIntosh Associates</b> Engineering Services Through 07/15/2022	42951	\$ 375.00
5	<b>OUC</b> Service 07/01/2022 - 08/02/2022	Acct: 4782400001	\$ 4,908.28
6	<b>VGlobalTech</b> August Website Maintenance	4173	\$ 135.00
<b>TOTAL</b>			<b>\$ 38,140.04</b>



Lynn

Secretary/Assistant Secretary



[Signature]

Chairperson

Myrtle Creek Improvement District  
c/o PFM Group Consulting  
3501 Quadrangle Boulevard, Ste. 270  
Orlando, FL 32817  
LaneA@pfm.com // (407) 723-5925

**RECEIVED**

By Amanda Lane at 1:13 pm, Aug 10, 2022



# MYRTLE CREEK IMPROVEMENT DISTRICT

## Funding Request #122

8/5/2022

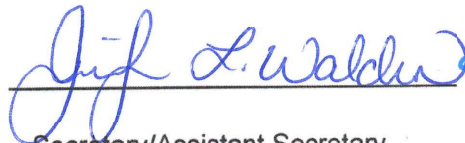
Item No.	Payee	Invoice Number	General Fund
<b>1</b>	<b>Cepira Landscape</b>		
	Wellspring August Landscaping	ORL2578	\$ 2,708.00
	Wellspring July Irrigation Repairs	ORL2722	\$ 391.80
<b>TOTAL</b>			<b>\$ 3,099.80</b>

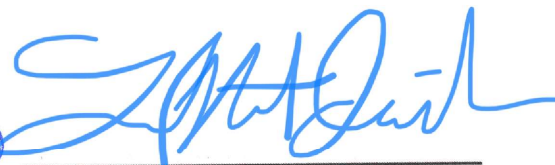
## MYRTLE CREEK IMPROVEMENT DISTRICT

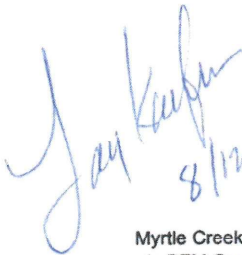
### Payment Authorization #548

8/12/2022

Item No.	Payee	Invoice Number	General Fund
1	Cepira Landscape Summer Annual Installation	ORL2741	\$ 2,280.00
2	PFM Group Consulting July Reimbursables	OE-EXP-08-2022-24	\$ 29.13
TOTAL			\$ 2,309.13

  
Secretary/Assistant Secretary

  
Chairperson

  
8/12/22

Myrtle Creek Improvement District  
c/o PFM Group Consulting  
3501 Quadrangle Boulevard, Ste. 270  
Orlando, FL 32817  
LaneA@pfm.com // (407) 723-5925

Received on Sunday, August 14, 2022 - ALane

## MYRTLE CREEK IMPROVEMENT DISTRICT

### Payment Authorization #549

8/19/2022

Item No.	Payee	Invoice Number	General Fund
1	<b>Cepira Landscape</b> Phase 2 Landscape Renovations	ORL2702	\$ 62,630.70
2	<b>PFM Group Consulting</b> DM Fee: August 2022	DM-08-2022-31	\$ 3,541.67
3	<b>Supervisor Fees - 08/16/2022 Meeting</b>		
	Marsha Leed	--	\$ 200.00
	Kam Shenai	--	\$ 200.00
	John Lynaugh	--	\$ 200.00
	Kyle Scholl	--	\$ 200.00
	Bob da Silva	--	\$ 200.00
<b>TOTAL</b>			<b>\$ 67,172.37</b>

  
Secretary/Assistant Secretary

  
Chairperson

  
Myrtle Creek Improvement District  
c/o PFM Group Consulting  
3501 Quadrangle Boulevard, Ste. 270  
Orlando, FL 32817  
LaneA@pfm.com // (407) 723-5925

**RECEIVED**

By Amanda Lane at 8:44 am, Aug 23, 2022

## MYRTLE CREEK IMPROVEMENT DISTRICT

### Payment Authorization #550

8/26/2022

Item No.	Payee	Invoice Number	General Fund
1	Kutak Rock General Counsel Through 07/31/2022	3095198	\$ 2,781.86
2	PFM Group Consulting Billable Expenses	121396	\$ 10,393.73
TOTAL			\$ 13,175.59

  
Secretary/Assistant Secretary

  
Chairperson

  
Myrtle Creek Improvement District  
c/o PFM Group Consulting  
3501 Quadrangle Boulevard, Ste. 270  
Orlando, FL 32817  
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**RECEIVED**

By Amanda Lane at 9:39 am, Aug 30, 2022

# **MYRTLE CREEK IMPROVEMENT DISTRICT**

**Operation and Maintenance Expenditures Paid in  
September 2022 in an amount totaling \$84,840.47**

# MYRTLE CREEK IMPROVEMENT DISTRICT

DISTRICT OFFICE • 3501 QUADRANGLE BLVD STE 270 • ORLANDO, FL 32817  
PHONE: (407) 723-5900 • FAX: (407) 723-5901

## **Operation and Maintenance Expenditures For Board Approval**

Attached please find the check register listing Operations and Maintenance expenditures paid from September 1, 2022 through September 30, 2022. This does not include expenditures previously approved by the Board.

The total items being presented:      **\$84,840.47**

Approval of Expenditures:

---

\_\_\_\_\_ Chairman

\_\_\_\_\_ Vice Chairman

\_\_\_\_\_ Assistant Secretary

**Myrtle Creek Improvement District**  
**AP Check Register (Current by Bank)**  
Check Dates: 9/1/2022 to 9/30/2022

Check No.	Date	Status*	Vendor ID	Payee Name	Amount
<b>BANK ID: SUN - CITY NATIONAL BANK</b>					<b>001-101-0000-00-01</b>
4201	09/21/22	M	AWC	Aquatic Weed Control, Inc.	\$325.00
4202	09/21/22	M	CEPRA	Cepra Landscape	\$6,400.00
4203	09/21/22	M	DONMC	Donald W. McIntosh Associates	\$383.13
4204	09/21/22	M	TRUSTE	US Bank as Trustee for Myrtle	\$1,807.79
4205	09/22/22	M	CEPRA	Cepra Landscape	\$2,635.00
4206	09/22/22	M	FAC	Fire Ant Control	\$1,405.00
4207	09/22/22	M	PFMGC	PFM Group Consulting	\$3,576.80
4208	09/22/22	M	VGLOBA	VGlobalTech	\$135.00
4209	09/30/22	M	BCID	Boggy Creek Improv. District	\$45.25
4210	09/30/22	M	BERMAN	Berman Construction	\$3,000.01
4211	09/30/22	M	CEPRA	Cepra Landscape	\$17,945.75
4212	09/30/22	M	EGIS	Egis Insurance Advisors LLC	\$8,350.00

**BANK SUN REGISTER TOTAL:** **\$46,008.73**

**GRAND TOTAL :** **\$46,008.73**

44,200.94	Checks 4201-4203, 4205-4212
1,807.79	Check 4204 for Debt Service
8,151.85	PA 551 - Aug. ICM due to Boggy Creek
5,127.68	PA 552 - OUC paid online
27,360.00	Reserve transfers
86,648.26	Total cash spent
84,840.47	O&M cash spent

## MYRTLE CREEK IMPROVEMENT DISTRICT

### Funding Request #123

8/26/2022

Item No.	Payee	Invoice Number	General Fund
1	<b>Boggy Creek Improvement District</b> Reimbursement for Construction-Related Legal Advertising on Req 262	OSC58356069	\$ 45.25
2	<b>Orlando Utilities Commission</b> 11728 Wellspring Drive (07/01/2022 - 08/02/2022) 11883 Wellspring Drive (07/01/2022 - 08/02/2022)	Acct: 4782400001 Acct: 4782400001	\$ 332.29 \$ 224.14
TOTAL			\$ 601.68



## MYRTLE CREEK IMPROVEMENT DISTRICT

### Payment Authorization #551

9/2/2022

Item No.	Payee	Invoice Number	General Fund
1	<b>Aquatic Weed Control</b> September Waterway Service	74872	\$ 325.00
2	<b>Berman Construction</b> September Administrator & Irrigation Specialist	21789	\$ 3,000.01
3	<b>Boggy Creek Improvement District</b> August ICM Expenses	ICM2022-11	\$ 8,151.85
4	<b>Cepira Landscape</b> James Bay Drive Plant Replacement	ORL2845	\$ 1,915.00
	Clock 1 Mainline Repairs	ORL2864	\$ 897.00
	POC 2 Mainline Repairs	ORL2865	\$ 2,517.00
	POC 3 Mainline Repairs	ORL2866	\$ 1,071.00
	September Landscape Maintenance	ORL2870	\$ 17,945.75
5	<b>Donald W McIntosh Associates</b> Engineering Services Through 08/12/2022	43075	\$ 383.13
<b>TOTAL</b>			<b>\$ 36,205.74</b>

  
Secretary/Assistant Secretary

  
Chairperson

  
Myrtle Creek Improvement District  
c/o PFM Group Consulting  
3501 Quadrangle Boulevard, Ste. 270  
Orlando, FL 32817  
LaneA@pfm.com // (407) 723-5925

**RECEIVED**

By Amanda Lane at 3:24 pm, Sep 13, 2022

## MYRTLE CREEK IMPROVEMENT DISTRICT

### Payment Authorization #552

9/9/2022

Item No.	Payee	Invoice Number	General Fund
1	<b>Cepra Landscape</b> August Irrigation Repairs	ORL2867	\$ 2,635.00
2	<b>Fire Ant Control</b> Fire Ant Control	17930	\$ 1,405.00
3	<b>OUC</b> Acct: 8795843030 ; Service 08/02/2022 - 09/01/2022	--	\$ 5,127.68
TOTAL			\$ 9,167.68

  
Secretary/Assistant Secretary

  
Chairperson



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c/o PFM Group Consulting  
3501 Quadrangle Boulevard, Ste. 270  
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LaneA@pfm.com // (407) 723-5925

**RECEIVED**

By Amanda Lane at 1:36 pm, Sep 21, 2022

## MYRTLE CREEK IMPROVEMENT DISTRICT

### Payment Authorization #553

9/16/2022

Item No.	Payee	Invoice Number	General Fund
1	<b>PFM Group Consulting</b>		
	Billable Expenses	121576	\$ 35.17
	DM Fee: September 2022	DM-09-2022-031	\$ 3,541.63
2	<b>VGlobalTech</b>		
	September Website Maintenance	4253	\$ 135.00
TOTAL			\$ 3,711.80

  
Secretary/Assistant Secretary

  
Chairperson

  
9/21/22

Myrtle Creek Improvement District  
c/o PFM Group Consulting  
3501 Quadrangle Boulevard, Ste. 270  
Orlando, FL 32817  
LaneA@pfm.com // (407) 723-5925

**RECEIVED**

By Amanda Lane at 1:36 pm, Sep 21, 2022

## MYRTLE CREEK IMPROVEMENT DISTRICT

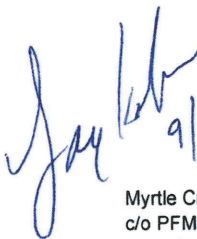
### Payment Authorization #554

9/23/2022

Item No.	Payee	Invoice Number	General Fund
1	Egis Insurance & Risk Advisors FY 2023 Insurance	16664	\$ 8,350.00
TOTAL			\$ 8,350.00

  
Secretary/Assistant Secretary

  
Chairperson

  
9/26/22

Myrtle Creek Improvement District  
c/o PFM Group Consulting  
3501 Quadrangle Boulevard, Ste. 270  
Orlando, FL 32817  
LaneA@pfm.com // (407) 723-5925

**RECEIVED**

By Amanda Lane at 3:32 pm, Sep 26, 2022

# **MYRTLE CREEK IMPROVEMENT DISTRICT**

**Work Authorization/Proposed Services  
*(if applicable)***

# **MYRTLE CREEK IMPROVEMENT DISTRICT**

**District's Financial Position and  
Budget to Actual YTD**

**Myrtle Creek Improvement District**  
Statement of Financial Position  
As of 9/30/2022

	General Fund	Debt Service	Capital Projects Fund	General Long-Term Debt	Total
<u><b>Assets</b></u>					
<u><b>Current Assets</b></u>					
General Checking Account	\$621,925.83				\$621,925.83
Money Market Account	68,868.38				68,868.38
State Board of Administration	4,033.25				4,033.25
Pond Reserve	5,000.00				5,000.00
Accounts Receivable - Due from Developer	15,217.29				15,217.29
Prepaid Expenses	8,350.00				8,350.00
Deposits	4,300.00				4,300.00
General Reserve	213,466.35				213,466.35
Debt Service Reserve		\$334,270.21			334,270.21
Revenue		305,535.37			305,535.37
Prepayment		611,503.39			611,503.39
Accounts Receivable - Due from Developer			\$46.00		46.00
Acquisition/Construction			403,216.63		403,216.63
Total Current Assets	<u>\$941,161.10</u>	<u>\$1,251,308.97</u>	<u>\$403,262.63</u>	<u>\$0.00</u>	<u>\$2,595,732.70</u>
<u><b>Investments</b></u>					
Amount Available in Debt Service Funds				\$1,251,308.97	\$1,251,308.97
Amount To Be Provided				14,468,691.03	14,468,691.03
Total Investments	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$15,720,000.00</u>	<u>\$15,720,000.00</u>
<b>Total Assets</b>	<u><u>\$941,161.10</u></u>	<u><u>\$1,251,308.97</u></u>	<u><u>\$403,262.63</u></u>	<u><u>\$15,720,000.00</u></u>	<u><u>\$18,315,732.70</u></u>

**Myrtle Creek Improvement District**  
Statement of Financial Position  
As of 9/30/2022

	General Fund	Debt Service	Capital Projects Fund	General Long-Term Debt	Total
<b><u>Liabilities and Net Assets</u></b>					
<b><u>Current Liabilities</u></b>					
Accounts Payable	\$55,275.31				\$55,275.31
Due To Other Governmental Units	8,154.66				8,154.66
Deferred Revenue	2,341.49				2,341.49
Accounts Payable			\$46.00		46.00
Total Current Liabilities	<u>\$65,771.46</u>	<u>\$0.00</u>	<u>\$46.00</u>	<u>\$0.00</u>	<u>\$65,817.46</u>
<b><u>Long Term Liabilities</u></b>					
Revenue Bonds Payable - Long-Term				\$15,720,000.00	\$15,720,000.00
Total Long Term Liabilities	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$15,720,000.00</u>	<u>\$15,720,000.00</u>
<b>Total Liabilities</b>	<u>\$65,771.46</u>	<u>\$0.00</u>	<u>\$46.00</u>	<u>\$15,720,000.00</u>	<u>\$15,785,817.46</u>
<b><u>Net Assets</u></b>					
Net Assets, Unrestricted	\$1,285,711.94				\$1,285,711.94
Net Assets - General Government	(561,549.13)				(561,549.13)
Current Year Net Assets - General Government	151,226.83				151,226.83
Net Assets, Unrestricted		\$1,240,103.22			1,240,103.22
Current Year Net Assets, Unrestricted		11,205.75			11,205.75
Net Assets, Unrestricted			(\$417,951.06)		(417,951.06)
Net Assets, Unrestricted			819,878.73		819,878.73
Current Year Net Assets, Unrestricted			1,288.96		1,288.96
<b>Total Net Assets</b>	<u>\$875,389.64</u>	<u>\$1,251,308.97</u>	<u>\$403,216.63</u>	<u>\$0.00</u>	<u>\$2,529,915.24</u>
<b>Total Liabilities and Net Assets</b>	<u>\$941,161.10</u>	<u>\$1,251,308.97</u>	<u>\$403,262.63</u>	<u>\$15,720,000.00</u>	<u>\$18,315,732.70</u>



**Myrtle Creek Improvement District**  
Statement of Activities  
As of 9/30/2022

	General Fund	Debt Service	Capital Projects Fund	General Long-Term Debt	Total
<b><u>Revenues</u></b>					
On-Roll Assessments	\$860,746.45				\$860,746.45
Developer Contributions	50,942.28				50,942.28
Other Income & Other Financing Sources	114.41				114.41
On-Roll Assessments		\$1,339,201.44			1,339,201.44
Developer Contributions			\$561.00		561.00
Total Revenues	<u>\$911,803.14</u>	<u>\$1,339,201.44</u>	<u>\$561.00</u>	<u>\$0.00</u>	<u>\$2,251,565.58</u>
<b><u>Expenses</u></b>					
Supervisor Fees	\$7,600.00				\$7,600.00
Public Officials' Liability Insurance	3,620.00				3,620.00
Trustee Services	7,113.66				7,113.66
Management	42,500.00				42,500.00
Engineering	14,786.26				14,786.26
Dissemination Agent	1,500.00				1,500.00
Property Appraiser	2,122.41				2,122.41
District Counsel	18,297.38				18,297.38
Assessment Administration	7,500.00				7,500.00
Reamortization Schedules	125.00				125.00
Audit	3,625.00				3,625.00
Travel and Per Diem	47.37				47.37
Postage & Shipping	84.88				84.88
Legal Advertising	13,814.19				13,814.19
Miscellaneous	242.44				242.44
Office Supplies	245.00				245.00
Web Site Maintenance	2,470.00				2,470.00
Holiday Decorations	600.00				600.00
Dues, Licenses, and Fees	175.00				175.00
Electric	1,695.94				1,695.94
Entry Lighting	219.30				219.30
Water Reclaimed	31,892.76				31,892.76
Aquatic Contract	3,900.00				3,900.00
General Liability Insurance	4,147.00				4,147.00
Irrigation	39,513.50				39,513.50
Landscaping Maintenance & Material	248,318.88				248,318.88
Tree Trimming	41,232.00				41,232.00
Flower & Plant Replacement	117,450.70				117,450.70

**Myrtle Creek Improvement District**  
**Statement of Activities**  
**As of 9/30/2022**

	<b>General Fund</b>	<b>Debt Service</b>	<b>Capital Projects Fund</b>	<b>General Long- Term Debt</b>	<b>Total</b>
IME - Aquatics Maintenance	3,156.36				3,156.36
IME - Irrigation	2,575.31				2,575.31
IME - Landscaping	88,991.12				88,991.12
IME - Lighting	771.92				771.92
IME - Miscellaneous	192.16				192.16
IME - Water Reclaimed	498.15				498.15
Pest Control	2,810.00				2,810.00
Hurricane Cleanup	600.00				600.00
Streetlights	11,318.09				11,318.09
Personnel Leasing Agreement	36,000.12				36,000.12
Principal Payments		\$785,000.00			785,000.00
Interest Payments		546,900.00			546,900.00
Legal Advertising			\$561.00		561.00
Total Expenses	<u>\$761,751.90</u>	<u>\$1,331,900.00</u>	<u>\$561.00</u>	<u>\$0.00</u>	<u>\$2,094,212.90</u>
<b><u>Other Revenues (Expenses) &amp; Gains (Losses)</u></b>					
Interest Income	\$1,175.59				\$1,175.59
Interest Income		\$3,904.31			3,904.31
Interest Income			\$1,288.96		1,288.96
Total Other Revenues (Expenses) & Gains (Losses)	<u>\$1,175.59</u>	<u>\$3,904.31</u>	<u>\$1,288.96</u>	<u>\$0.00</u>	<u>\$6,368.86</u>
<b>Change In Net Assets</b>	<b>\$151,226.83</b>	<b>\$11,205.75</b>	<b>\$1,288.96</b>	<b>\$0.00</b>	<b>\$163,721.54</b>
<b>Net Assets At Beginning Of Year</b>	<u><b>\$724,162.81</b></u>	<u><b>\$1,240,103.22</b></u>	<u><b>\$401,927.67</b></u>	<u><b>\$0.00</b></u>	<u><b>\$2,366,193.70</b></u>
<b>Net Assets At End Of Year</b>	<u><u><b>\$875,389.64</b></u></u>	<u><u><b>\$1,251,308.97</b></u></u>	<u><u><b>\$403,216.63</b></u></u>	<u><u><b>\$0.00</b></u></u>	<u><u><b>\$2,529,915.24</b></u></u>

**Myrtle Creek Improvement District**  
 Budget to Actual  
 For the Month Ending 09/30/2022

	Actual	Budget	Variance	FY 2022 Adopted Budget	Percentage Spent
<b><u>Revenues</u></b>					
On-Roll Assessments	\$ 860,746.45	\$ 858,801.80	\$ 1,944.65	\$ 858,801.80	100.23%
Developer Contributions	50,942.28	60,319.50	(9,377.22)	60,319.50	84.45%
Other Income & Other Financing Sources	114.41	-	114.41	-	
Carryforward Revenue	457,557.35	84,565.28	372,992.07	84,565.28	541.07%
<b>Net Revenues</b>	<b>\$ 1,369,360.49</b>	<b>\$ 1,003,686.58</b>	<b>\$ 365,673.91</b>	<b>\$ 1,003,686.58</b>	<b>136.43%</b>
<b><u>General &amp; Administrative Expenses</u></b>					
<b>Legislative</b>					
Supervisor Fees	\$ 7,600.00	\$ 12,000.00	\$ (4,400.00)	\$ 12,000.00	63.33%
<b>Financial &amp; Administrative</b>					
Public Officials' Liability Insurance	3,620.00	4,000.00	(380.00)	4,000.00	90.50%
Trustee Services	7,113.66	10,000.00	(2,886.34)	10,000.00	71.14%
Management	42,500.00	42,500.00	-	42,500.00	100.00%
Engineering	14,786.26	10,000.00	4,786.26	10,000.00	147.86%
Dissemination Agent	1,500.00	7,000.00	(5,500.00)	7,000.00	21.43%
Property Appraiser	2,122.41	2,000.00	122.41	2,000.00	106.12%
District Counsel	18,297.38	25,000.00	(6,702.62)	25,000.00	73.19%
Assessment Administration	7,500.00	7,500.00	-	7,500.00	100.00%
Reamortization Schedules	125.00	250.00	(125.00)	250.00	50.00%
Audit	3,625.00	4,000.00	(375.00)	4,000.00	90.63%
Arbitrage Calculation	-	900.00	(900.00)	900.00	0.00%
Travel and Per Diem	47.37	300.00	(252.63)	300.00	15.79%
Telephone	-	50.00	(50.00)	50.00	0.00%
Postage & Shipping	84.88	1,000.00	(915.12)	1,000.00	8.49%
Copies	-	2,000.00	(2,000.00)	2,000.00	0.00%
Legal Advertising	13,814.19	6,500.00	7,314.19	6,500.00	212.53%
Bank Fees	-	360.00	(360.00)	360.00	0.00%
Miscellaneous	242.44	9,500.00	(9,257.56)	9,500.00	2.55%
Office Supplies	245.00	250.00	(5.00)	250.00	98.00%
Property Taxes	-	2,500.00	(2,500.00)	2,500.00	0.00%
Web Site Maintenance	2,470.00	2,700.00	(230.00)	2,700.00	91.48%
Holiday Decorations	600.00	1,250.00	(650.00)	1,250.00	48.00%
Dues, Licenses, and Fees	175.00	175.00	-	175.00	100.00%
<b>Total General &amp; Administrative Expenses</b>	<b>\$ 126,468.59</b>	<b>\$ 151,735.00</b>	<b>\$ (25,266.41)</b>	<b>\$ 151,735.00</b>	<b>83.35%</b>

**Myrtle Creek Improvement District**  
 Budget to Actual  
 For the Month Ending 09/30/2022

	Actual	Budget	Variance	FY 2022 Adopted Budget	Percentage Spent
<b><u>Field Operations</u></b>					
<b>Electric Utility Services</b>					
Electric	\$ 1,240.93	\$ 1,500.00	\$ (259.07)	\$ 1,500.00	82.73%
Entry Lighting	219.30	500.00	(280.70)	500.00	43.86%
<b>Water-Sewer Combination Services</b>					
Water Reclaimed	27,155.58	20,000.00	7,155.58	20,000.00	135.78%
<b>Stormwater Control</b>					
Aquatic Contract	3,900.00	4,000.00	(100.00)	4,000.00	97.50%
Lake/Pond Repair Reserve	5,000.00	5,000.00	-	5,000.00	100.00%
<b>Other Physical Environment</b>					
General Liability Insurance	4,147.00	4,500.00	(353.00)	4,500.00	92.16%
Property & Casualty Insurance	-	1,700.00	(1,700.00)	1,700.00	0.00%
Auto Insurance	-	500.00	(500.00)	500.00	0.00%
Irrigation Repairs					
District Irrigation Repairs	36,545.50	45,000.00	(8,454.50)	45,000.00	81.21%
Wellspring Irrigation Repairs	2,968.00	10,000.00	(7,032.00)	10,000.00	29.68%
Landscaping Maintenance & Material					
District Landscaping	215,349.00	214,025.50	1,323.50	214,025.50	100.62%
Gateway Road Landscaping	473.88	473.88	-	473.88	100.00%
Wellspring Landscaping	32,496.00	33,819.50	(1,323.50)	33,819.50	96.09%
Tree Trimming	41,232.00	40,000.00	1,232.00	40,000.00	103.08%
Flower & Plant Replacement					
District Flower & Plant Replacement	114,828.70	125,000.00	(10,171.30)	125,000.00	91.86%
Wellspring Flower & Plant Replacement	2,622.00	10,000.00	(7,378.00)	10,000.00	26.22%
Contingency	-	85,665.18	(85,665.18)	85,665.18	0.00%
Pest Control	2,810.00	2,810.00	-	2,810.00	100.00%
Hurricane Cleanup	600.00	50,000.00	(49,400.00)	50,000.00	1.20%
<b>Wellspring Blvd./Performance Drive Expenses</b>					
WSPD - Lighting	455.01	500.00	(44.99)	500.00	91.00%
WSPD - Miscellaneous	-	3,500.00	(3,500.00)	3,500.00	0.00%
WSPD - Water Reclaimed	4,737.18	2,500.00	2,237.18	2,500.00	189.49%

**Myrtle Creek Improvement District**  
 Budget to Actual  
 For the Month Ending 09/30/2022

	Actual	Budget	Variance	FY 2022 Adopted Budget	Percentage Spent
<b>Interchange Maintenance Expenses</b>					
IME - Aquatics Maintenance	3,156.36	3,339.00	(182.64)	3,339.00	94.53%
IME - Irrigation Repairs	2,575.31	3,150.00	(574.69)	3,150.00	81.76%
IME - Landscaping	88,991.12	85,651.02	3,340.10	85,651.02	103.90%
IME - Lighting	771.92	787.50	(15.58)	787.50	98.02%
IME - Miscellaneous	192.16	4,095.00	(3,902.84)	4,095.00	4.69%
IME - Water Reclaimed	498.15	1,575.00	(1,076.85)	1,575.00	31.63%
<b>New Operational Field Expenses</b>					
Trail Repair	-	15,000.00	(15,000.00)	15,000.00	0.00%
<b>Road &amp; Street Facilities</b>					
Entry and Wall Maintenance	-	10,000.00	(10,000.00)	10,000.00	0.00%
Streetlights	11,318.09	15,000.00	(3,681.91)	15,000.00	75.45%
<b>Parks &amp; Recreation</b>					
Personnel Leasing Agreement	36,000.12	36,000.00	0.12	36,000.00	100.00%
<b>Reserves</b>					
Infrastructure Capital Reserve	20,000.00	20,000.00	-	20,000.00	100.00%
Interchange Maintenance Reserve	2,360.00	2,360.00	-	2,360.00	100.00%
<b>Total Field Operations Expenses</b>	<b>\$ 662,643.31</b>	<b>\$ 857,951.58</b>	<b>\$ (195,308.27)</b>	<b>\$ 857,951.58</b>	<b>77.24%</b>
<b>Total Expenses</b>	<b>\$ 789,111.90</b>	<b>\$ 1,009,686.58</b>	<b>\$ (220,574.68)</b>	<b>\$ 1,009,686.58</b>	<b>78.15%</b>
<b>Income (Loss) from Operations</b>	<b>\$ 580,248.59</b>	<b>\$ (6,000.00)</b>	<b>\$ 586,248.59</b>	<b>\$ (6,000.00)</b>	
<b>Other Income (Expense)</b>					
Interest Income	\$ 1,175.59	\$ 6,000.00	\$ (4,824.41)	\$ 6,000.00	19.59%
<b>Total Other Income (Expense)</b>	<b>\$ 1,175.59</b>	<b>\$ 6,000.00</b>	<b>\$ (4,824.41)</b>	<b>\$ 6,000.00</b>	<b>19.59%</b>
<b>Net Income (Loss)</b>	<b>\$ 581,424.18</b>	<b>\$ -</b>	<b>\$ 581,424.18</b>	<b>\$ -</b>	

**Myrtle Creek Improvement District**  
Budget to Actual  
For the Month Ending 09/30/2022

	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-22	YTD Actual
<b>Revenues</b>													
On-Roll Assessments	\$ -	\$ 83,327.49	\$ 230,468.65	\$ 242,875.35	\$ 155,779.89	\$ 72,993.60	\$ 26,986.00	\$ 13,106.11	\$ 9,780.94	\$ 11,438.20	\$ 11,172.11	\$ 2,818.11	\$ 860,746.45
Developer Contributions	2,708.00	2,708.00	3,219.79	2,708.00	2,708.00	4,142.44	4,988.00	3,237.80	1,303.30	5,742.00	4,044.72	13,432.23	50,942.28
Other Income & Financing Sources	-	-	-	114.41	-	-	-	-	-	-	-	-	114.41
Carryforward Revenue	472,619.09	(49,324.50)	34,262.76	-	-	-	-	-	-	-	-	-	457,557.35
<b>Net Revenues</b>	<b>\$ 475,327.09</b>	<b>\$ 36,710.99</b>	<b>\$ 267,951.20</b>	<b>\$ 245,697.76</b>	<b>\$ 158,487.89</b>	<b>\$ 77,136.04</b>	<b>\$ 31,974.00</b>	<b>\$ 16,343.91</b>	<b>\$ 11,084.24</b>	<b>\$ 17,180.20</b>	<b>\$ 15,216.83</b>	<b>\$ 16,250.34</b>	<b>\$ 1,369,360.49</b>
<b>General &amp; Administrative Expenses</b>													
<b>Legislative</b>													
Supervisor Fees	\$ -	\$ 1,000.00	\$ -	\$ 1,000.00	\$ 1,000.00	\$ -	\$ 1,000.00	\$ 1,000.00	\$ 800.00	\$ 800.00	\$ 1,000.00	\$ -	\$ 7,600.00
<b>Financial &amp; Administrative</b>													
Public Officials' Liability Insurance	3,620.00	-	-	-	-	-	-	-	-	-	-	-	3,620.00
Trustee Services	7,113.66	-	-	-	-	-	-	-	-	-	-	-	7,113.66
Management	3,541.67	3,541.67	3,541.67	3,541.67	3,541.67	3,541.67	3,541.67	3,541.67	3,541.67	3,541.67	3,541.67	3,541.63	42,500.00
Engineering	-	250.00	381.50	-	569.00	644.00	939.50	2,170.00	6,410.50	2,343.00	375.00	703.76	14,786.26
Dissemination Agent	-	-	-	-	-	-	-	-	-	1,500.00	-	-	1,500.00
Property Appraiser	-	-	-	-	-	2,122.41	-	-	-	-	-	-	2,122.41
District Counsel	-	-	778.26	-	-	5,747.85	739.00	-	1,634.00	3,705.83	2,781.86	2,910.58	18,297.38
Assessment Administration	7,500.00	-	-	-	-	-	-	-	-	-	-	-	7,500.00
Reamortization Schedules	-	-	125.00	-	-	-	-	-	-	-	-	-	125.00
Audit	-	-	-	-	-	-	-	3,625.00	-	-	-	-	3,625.00
Arbitrage Calculation	-	-	-	-	-	-	-	-	-	-	-	-	-
Travel and Per Diem	-	-	8.21	-	5.67	5.73	-	-	11.47	7.14	6.10	3.05	47.37
Telephone	-	-	-	-	-	-	-	-	-	-	-	-	-
Postage & Shipping	-	-	3.37	0.53	6.46	-	-	-	0.53	31.30	29.13	13.56	84.88
Copies	-	-	-	-	-	-	-	-	-	-	-	-	-
Legal Advertising	248.75	-	252.50	237.50	-	475.00	1,592.52	237.50	177.42	-	10,355.50	237.50	13,814.19
Bank Fees	-	-	-	-	-	-	-	-	-	-	-	-	-
Miscellaneous	-	3.85	35.98	-	0.96	0.96	66.32	0.97	33.11	33.09	33.11	34.09	242.44
Office Supplies	-	-	-	-	-	245.00	-	-	-	-	-	-	245.00
Property Taxes	-	-	-	-	-	-	-	-	-	-	-	-	-
Web Site Maintenance	125.00	125.00	425.00	125.00	-	260.00	-	570.00	-	570.00	135.00	135.00	2,470.00
Holiday Decorations	-	-	600.00	-	-	-	-	-	-	-	-	-	600.00
Dues, Licenses, and Fees	175.00	-	-	-	-	-	-	-	-	-	-	-	175.00
<b>Total General &amp; Administrative Expenses</b>	<b>\$ 22,324.08</b>	<b>\$ 4,920.52</b>	<b>\$ 6,151.49</b>	<b>\$ 4,904.70</b>	<b>\$ 5,123.76</b>	<b>\$ 13,042.62</b>	<b>\$ 7,879.01</b>	<b>\$ 11,145.14</b>	<b>\$ 12,608.70</b>	<b>\$ 12,532.03</b>	<b>\$ 18,257.37</b>	<b>\$ 7,579.17</b>	<b>\$ 126,468.59</b>
<b>Field Operations</b>													
<b>Electric Utility Services</b>													
Electric	\$ -	\$ 102.37	\$ 102.37	\$ 103.76	\$ 102.26	\$ 101.61	\$ 102.90	\$ 102.69	\$ 104.31	\$ 103.35	\$ 104.91	\$ 210.40	\$ 1,240.93
Entry Lighting	-	22.52	22.64	-	19.22	19.12	19.22	19.33	19.37	19.37	19.49	39.02	219.30
<b>Water-Sewer Combination Services</b>													
Water Reclaimed	-	2,169.75	1,451.33	1,699.70	1,315.91	1,165.69	2,395.89	2,194.81	2,975.42	2,311.66	3,226.01	6,249.41	27,155.58
<b>Stormwater Control</b>													
Aquatic Contract	325.00	325.00	325.00	325.00	325.00	325.00	325.00	325.00	325.00	325.00	325.00	325.00	3,900.00
Lake/Pond Repair Reserve	-	-	-	-	-	-	-	-	-	-	-	5,000.00	5,000.00
<b>Other Physical Environment</b>													
General Liability Insurance	4,147.00	-	-	-	-	-	-	-	-	-	-	-	4,147.00
Property & Casualty Insurance	-	-	-	-	-	-	-	-	-	-	-	-	-
Auto Insurance	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Irrigation</b>													
District Irrigation	-	3,208.40	-	3,793.60	3,569.80	1,959.00	-	2,534.80	5,792.10	3,895.40	3,412.40	8,380.00	36,545.50
Wellspring Irrigation	-	-	-	-	121.60	-	-	1,125.80	201.00	-	391.80	1,127.80	2,968.00
<b>Landscaping Maintenance &amp; Material</b>													
District Landscaping	17,945.75	17,945.75	17,945.75	17,945.75	17,945.75	17,945.75	17,945.75	17,945.75	17,945.75	17,945.75	17,945.75	17,945.75	215,349.00
Gateway Road Landscaping	39.49	39.49	39.49	39.49	39.49	39.49	39.49	39.49	39.49	39.49	39.49	39.49	473.88
Wellspring Landscaping	2,708.00	2,708.00	2,708.00	2,708.00	2,708.00	2,708.00	2,708.00	2,708.00	2,708.00	2,708.00	2,708.00	2,708.00	32,496.00
Tree Trimming	-	-	-	-	-	-	-	-	-	10,000.00	-	31,232.00	41,232.00
<b>Flower &amp; Plant Replacement</b>													
District Flower & Plant Replacement	-	-	-	-	-	2,303.00	-	-	-	36,000.00	64,910.70	11,615.00	114,828.70
Wellspring Flower & Plant Replacement	-	-	-	-	-	2,622.00	-	-	-	-	-	-	2,622.00

**Myrtle Creek Improvement District**  
Budget to Actual  
For the Month Ending 09/30/2022

	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-22	YTD Actual
Contingency	-	-	-	-	-	-	-	-	-	-	-	-	-
Pest Control	-	-	-	-	-	1,405.00	-	-	-	-	-	1,405.00	2,810.00
Hurricane Cleanup	-	-	-	-	-	-	-	-	-	-	-	600.00	600.00
<b>Wellspring Blvd./Performance Drive Expenses</b>													
WSPD - Lighting	-	37.62	37.52	38.00	37.49	37.49	37.90	37.80	38.12	38.01	38.23	76.83	455.01
WSPD - Miscellaneous	-	-	-	-	-	-	-	-	-	-	-	-	-
WSPD - Water Reclaimed	-	254.96	234.95	203.17	194.42	233.27	322.73	306.93	503.33	363.51	517.22	1,602.69	4,737.18
<b>Interchange Maintenance Expenses</b>													
IME - Aquatics Maintenance	263.03	263.03	263.03	263.03	263.03	263.03	263.03	263.03	263.03	263.03	263.03	263.03	3,156.36
IME - Irrigation	-	-	-	398.47	654.26	446.04	-	478.80	519.62	-	78.12	-	2,575.31
IME - Landscaping	6,363.21	6,363.21	7,626.47	7,626.47	7,626.47	7,626.47	7,626.47	7,626.47	7,626.47	7,626.47	7,626.47	7,626.47	88,991.12
IME - Lighting	-	72.28	73.16	80.20	72.48	67.93	71.74	64.92	68.27	64.84	69.54	66.56	771.92
IME - Miscellaneous	-	-	-	-	-	96.08	-	-	-	-	-	96.08	192.16
IME - Water Reclaimed	-	36.51	22.82	45.64	35.21	28.26	34.12	54.99	57.60	44.77	75.20	63.03	498.15
<b>New Operational Field Expenses</b>													
Trail Repair	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Road &amp; Street Facilities</b>													
Entry and Wall Maintenance	-	-	-	-	-	-	-	-	-	-	-	-	-
Streetlights	-	1,079.25	1,079.25	(311.85)	1,091.56	985.78	1,056.30	1,056.30	1,056.30	1,056.30	1,056.30	2,112.60	11,318.09
<b>Parks &amp; Recreation</b>													
Personnel Leasing Agreement	3,000.01	3,000.01	3,000.01	-	6,000.02	3,000.01	3,000.01	3,000.01	-	6,000.02	3,000.01	3,000.01	36,000.12
<b>Contingency</b>													
Infrastructure Capital Reserve	-	-	-	-	-	-	-	-	-	-	-	20,000.00	20,000.00
Interchange Maintenance Reserve	-	-	-	-	-	-	-	-	-	-	-	2,360.00	2,360.00
<b>Total Field Operations Expenses</b>	<b>\$ 34,791.49</b>	<b>\$ 37,628.15</b>	<b>\$ 34,931.79</b>	<b>\$ 34,958.43</b>	<b>\$ 42,121.97</b>	<b>\$ 43,378.02</b>	<b>\$ 35,948.55</b>	<b>\$ 39,884.92</b>	<b>\$ 40,243.18</b>	<b>\$ 88,804.97</b>	<b>\$ 105,807.67</b>	<b>\$ 124,144.17</b>	<b>\$ 662,643.31</b>
<b>Total Expenses</b>	<b>\$ 57,115.57</b>	<b>\$ 42,548.67</b>	<b>\$ 41,083.28</b>	<b>\$ 39,863.13</b>	<b>\$ 47,245.73</b>	<b>\$ 56,420.64</b>	<b>\$ 43,827.56</b>	<b>\$ 51,030.06</b>	<b>\$ 52,851.88</b>	<b>\$ 101,337.00</b>	<b>\$ 124,065.04</b>	<b>\$ 131,723.34</b>	<b>\$ 789,111.90</b>
<b>Income (Loss) from Operations</b>	<b>\$ 418,211.52</b>	<b>\$ (5,837.68)</b>	<b>\$ 226,867.92</b>	<b>\$ 205,834.63</b>	<b>\$ 111,242.16</b>	<b>\$ 20,715.40</b>	<b>\$ (11,853.56)</b>	<b>\$ (34,686.15)</b>	<b>\$ (41,767.64)</b>	<b>\$ (84,156.80)</b>	<b>\$ (108,848.21)</b>	<b>\$ (115,473.00)</b>	<b>\$ 580,248.59</b>
<b>Other Income (Expense)</b>													
Interest Income	\$ 25.50	\$ 28.41	\$ 61.34	\$ 33.47	\$ 31.07	\$ 256.54	\$ 33.31	\$ 38.02	\$ 135.89	\$ 36.62	\$ 96.08	\$ 399.34	\$ 1,175.59
<b>Total Other Income (Expense)</b>	<b>\$ 25.50</b>	<b>\$ 28.41</b>	<b>\$ 61.34</b>	<b>\$ 33.47</b>	<b>\$ 31.07</b>	<b>\$ 256.54</b>	<b>\$ 33.31</b>	<b>\$ 38.02</b>	<b>\$ 135.89</b>	<b>\$ 36.62</b>	<b>\$ 96.08</b>	<b>\$ 399.34</b>	<b>\$ 1,175.59</b>
<b>Net Income (Loss)</b>	<b>\$ 418,237.02</b>	<b>\$ (5,809.27)</b>	<b>\$ 226,929.26</b>	<b>\$ 205,868.10</b>	<b>\$ 111,273.23</b>	<b>\$ 20,971.94</b>	<b>\$ (11,820.25)</b>	<b>\$ (34,648.13)</b>	<b>\$ (41,631.75)</b>	<b>\$ (84,120.18)</b>	<b>\$ (108,752.13)</b>	<b>\$ (115,073.66)</b>	<b>\$ 581,424.18</b>

Myrtle Creek Improvement District  
Cash Flow

	Beg. Cash	FY22 Inflows	FY22 Outflows	FY23 Inflows	FY23 Outflows	End. Cash
					-	
10/1/2021	470,075.08	2,713.58	(35,195.43)	-	-	418,217.10
11/1/2021	418,217.10	215,938.17	(20,262.56)	-	-	611,564.30
12/1/2021	611,564.30	592,828.31	(558,238.09)	-	-	646,244.88
1/1/2022	646,244.88	624,205.00	(418,038.53)	-	-	852,411.35
2/1/2022	852,411.35	401,430.47	(234,532.17)	-	-	1,019,309.65
3/1/2022	1,019,309.65	189,081.31	(217,827.23)	-	-	990,563.73
4/1/2022	990,563.73	74,098.96	(19,010.90)	-	-	1,045,651.79
5/1/2022	1,045,651.79	36,834.03	(140,172.63)	-	-	942,313.19
6/1/2022	942,313.19	26,488.86	(68,639.42)	-	-	900,162.63
7/1/2022	900,162.63	35,067.65	(96,252.61)	-	-	838,977.67
8/1/2022	838,977.67	32,689.81	(168,689.61)	-	-	702,977.87
9/1/2022	702,977.87	5,596.22	(78,298.26)	-	(8,350.00)	621,925.83
10/1/2022	621,925.83	12,921.80	(12,921.80)	-	-	621,925.83 as of 10/09/2022
Totals		2,249,894.17	(2,075,846.24)	-	(8,350.00)	



**Myrtle Creek Improvement District  
Construction Tracking - early October**

	Amount
<b>Series 2016 Bond Issue</b>	
Original Construction Fund	\$ 513,425.32
Additions (Interest, Transfers from DSR, etc.)	221,180.74
Cumulative Draws Through Prior Month	(331,389.43)
	=====
<b>Construction Funds Available</b>	<b>\$ 403,216.63</b>
<b>Requisitions This Month</b>	
	=====
<b>Total Requisitions This Month</b>	<b>\$ -</b>
	=====
Funds Remaining	\$ 403,216.63
<b>Committed Funding</b>	
Performance Drive Phase 3 - August bid and October NTP	\$ -
	=====
<b>Total Committed</b>	<b>\$ -</b>
	=====
<b>Net Uncommitted</b>	<b>403,216.63</b>