

**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, October 18, 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	
Kyle Scholl	Assistant Secretary	(via phone)

Also attending:

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

SECOND ORDER OF BUSINESS

Public Comment Period

Ms. Walden noted there were no members of the public present.

THIRD ORDER OF BUSINESS

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

The Board reviewed the minutes of the August 16, 2022, Board of Supervisors' Meeting.

On motion by Mr. Da Silva, seconded by Mr. Lynaugh, with all in favor, the Board of Supervisors for the Myrtle Creek Improvement District approved the Minutes of the August 16, 2022, Board of Supervisors' Meeting.

FOURTH ORDER OF BUSINESS

**Consideration of Resolution 2023-01,
Re-setting the Annual Meeting
Schedule for Fiscal Year 2023**

Ms. Walden stated the hotel can't accommodate the District for the May meeting date so that meeting will have to be moved up a week to May 9, 2023.

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 Resolution 2023-01, Re-setting the Annual Meeting Schedule for Fiscal Year 2023 with the updated date of May 9, 2023.

FIFTH ORDER OF BUSINESS

Review of Post Hurricane Ian Report a) Consideration of Proposals for Hurricane Landscape Replacement

Mr. Wilbanks stated that the District did well during the storm. There were two small trees needing removal but based on their location he recommends not replacing them.

SIXTH ORDER OF BUSINESS

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

Ms. Walden stated this is the District's current auditor and this is the standard letter that is received from them every year. She added that District staff reviewed and provided some edits which have been incorporated into the version in the agenda. She noted that the cost of \$3,625.00 falls within the budget.

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 Audit Engagement Letter with Berger, Toombs, Elam, Gaines & Frank in the amount of \$3,625.00.

SEVENTH ORDER OF BUSINESS

Ratification of Egis Insurance Package for FY 2023

Ms. Walden noted that the Chair executed this item outside of a meeting so the District could maintain its insurance and now needs 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 Egis Insurance Package for FY 2023.

EIGHTH ORDER OF BUSINESS

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

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

On motion by Mr. Da Silva, 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 August 2022 in an amount totaling \$151,273.80.

NINTH ORDER OF BUSINESS

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

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 September 2022 in an amount totaling \$84,840.47.

TENTH ORDER OF BUSINESS

Recommendation of Work Authorization/Proposed Services

Ms. Walden stated District staff reached out to several different companies and didn't receive any additional quotes for putting up the holiday decorations for the District. Berman provided a proposal to keep the same price at \$600.00 which falls within the budget of \$1,250.00, and storage is included.

On motion by Ms. Leed, seconded by Mr. Da Silva, with all in favor, the Board of Supervisors for the Myrtle Creek Improvement District approved the proposal from Berman in the amount of \$600.00.

ELEVENTH ORDER OF BUSINESS

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

Ms. Walden stated through September the District has spent just over \$789,000.00 versus the budget of \$1,009,000.00. Ms. Walden noted the District has 60 days past the end of the Fiscal Year to book things to that Fiscal Year, so these numbers are not yet final. Discussion ensued regarding end of the year and next year financials.

TWELFTH ORDER OF BUSINESS

Staff Reports

District Counsel –

No report.

District Manager –

Ms. Walden noted that the next meeting is scheduled for Tuesday, November 15, 2022.

Ms. Walden asked the Board what they wanted to do about the funds in the 2016 reserve account in the amount of \$1,432.71. The Board decided to let the funds remain in the account.

District Engineer –

No report.

Construction Supervisor –

No report.

Landscape Supervisor –

Mr. McDermott stated the tree trimming is complete on the outside of the roadway and they will be coming back next week to do the medians.

Irrigation Supervisor –

No report.

THIRTEENTH ORDER OF BUSINESS

Supervisor Requests

Mr. Lynaugh asked about the new road with the roundabout to see if there are any updates.

Mr. Newton stated the schedule for Performance Drive Phase 3 has been in flux, but the developer is going to commence construction of the trail that runs along the road because there is an obligation to USTA.

FOURTEENTH ORDER OF BUSINESS

Adjournment

On motion by Mr. Shenai, seconded by Mr. Da Silva, with all in favor, the October 18, 2022, meeting of the Board of Supervisors for the Myrtle Creek Improvement District was adjourned.


Secretary/Assistant Secretary


Chair/Vice Chair