

Myrtle Creek Improvement District

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

www.myrtlecreekid.org

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, December 13, 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 November 15, 2022, Board of Supervisors' Meeting**

Business Matters

2. **Ratification of Operation and Maintenance Expenditures Paid in November 2022 in an amount totaling \$91,339.74** (*provided under separate cover*)
3. **Recommendation of Work Authorization/Proposed Services (if applicable)**
4. **Review of District's Financial Position and Budget to Actual YTD** (*provided under separate cover*)

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



MYRTLE CREEK IMPROVEMENT DISTRICT

**Minutes of the November 15, 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, November 15, 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 5:01 p.m.)
Kam Shenai	Vice Chairman	
John Lynaugh	Assistant Secretary	
Marsha Leed	Assistant Secretary	

Also attending:

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

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
October 18, 2022, Board of
Supervisors' Meeting**

Mr. Da Silva joined the meeting at 5:01 p.m.

The Board reviewed the minutes of the October 18, 2022, Board of Supervisors' Meeting.

On motion by Ms. Leed, seconded by Mr. Lynaugh, with all in favor, the Board of Supervisors for the Myrtle Creek Improvement District approved the Minutes of the October 18, 2022, Board of Supervisors' Meeting.

FOURTH ORDER OF BUSINESS

**Ratification of Operation and
Maintenance Expenditures Paid in
October 2022 in an amount totaling
\$74,357.64**

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 October 2022 in an amount totaling \$74,357.64.

FIFTH ORDER OF BUSINESS

**Recommendation of Work
Authorization/Proposed Services**

There were no Work Authorizations.

SIXTH ORDER OF BUSINESS

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

Ms. Walden stated these financials are for the first month of the new Fiscal Year. The District has spent \$85,000.00 of the over \$1,000,000.00 budget.

SEVENTH ORDER OF BUSINESS

Staff Reports

- District Counsel – No report.
- District Manager – Ms. Walden stated as a reminder the December meeting was moved up a week to Tuesday, December 13, 2022.
- District Engineer – No report.
- Construction Supervisor – Not present.
- Landscape Supervisor – Mr. Wilbanks stated the map wasn't updated during the maintenance contract bid process, so the current vendor didn't bid to install the flowers at both entrances. The landscaping company has submitted a proposal to add in those flowers for \$875.00, and District staff would like to accept that proposal and move forward. The landscaping company will be submitting a cost proposal for the rest of the year, and at that point the District could adopt an addendum to add it to the contract.

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 proposal to cover the four beds for the Christmas rotation in the amount of \$875.00.

Mr. McDermott stated all Oak tree canopies have been elevated to avoid limbs being struck by large vehicles. The canopies were not reduced as a result of this trimming.

Mr. McDermott noted there were some small broken branches over the trails that the landscaping company cleaned up. There will be an additional \$1,500.00 on the bill for that clean up.

Mr. McDermott noted he is waiting on an update from the City about the timeline for Narcoossee Road and Lake Nona Blvd.

Irrigation Supervisor – No report.

EIGHTH ORDER OF BUSINESS

Supervisor Requests

Mr. Shenai stated he met with BrightView recently. Everything they explained made sense and he felt comfortable after that meeting.

NINTH ORDER OF BUSINESS

Adjournment

On motion by Mr. Da Silva, seconded by Mr. Lynaugh, with all in favor, the November 15, 2022, meeting of the Board of Supervisors for the Myrtle Creek Improvement District was adjourned.

Secretary/Assistant Secretary

Chair/Vice Chair

MYRTLE CREEK IMPROVEMENT DISTRICT

**Operation and Maintenance Expenditures Paid in
November 2022 in an amount totaling \$91,339.74**
(provided under separate cover)

MYRTLE CREEK IMPROVEMENT DISTRICT

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

MYRTLE CREEK IMPROVEMENT DISTRICT

**District's Financial Position and
Budget to Actual YTD**
(provided under separate cover)