

**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

<u>District Counsel</u> –	No report.
<u>District Manager</u> –	Ms. Walden stated as a reminder the December meeting was moved up a week to Tuesday, December 13, 2022.
<u>District Engineer</u> –	No report.
<u>Construction Supervisor</u> –	Not present.
<u>Landscape Supervisor</u> –	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