

**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, December 13, 2022, at 5:03 p.m. at the Courtyard Orlando Lake Nona, 6955 Lake Nona Blvd, Orlando, FL 32827.

Present:

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

Also attending:

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

**SECOND ORDER OF BUSINESS**

**Public Comment Period**

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

**THIRD ORDER OF BUSINESS**

**Swearing in of Newly Elected Board Members**

Ms. Walden noted Mr. Lynaugh and Mr. Da Silva were both sworn in prior to the start of the meeting, and Mr. Scholl will be sworn in at a later date.

**FOURTH ORDER OF BUSINESS**

**Consideration of the Minutes of the  
November 15, 2022, Board of  
Supervisors' Meeting**

The Board reviewed the minutes of the November 15, 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 November 15, 2022, Board of Supervisors' Meeting.

#### **FIFTH ORDER OF BUSINESS**

#### **Consideration of Resolution 2023-02, Election of Officers**

Ms. Walden noted some members of the Board were sworn back in after being re-elected, so this item has to be done as a cleanup item. The current slate is Bob Da Silva as Chair, Kam Shenai as Vice Chair, Jennifer Walden as Secretary, Kyle Scholl, John Lynaugh, Marsha Leed, and Lynne Mullins as Assistant Secretaries, Amanda Lane as Treasurer, and Jennifer Glasgow as Assistant Treasurer. Ms. Walden noted the Board can choose to keep the same slate or make any changes.

On motion by Ms. Leed, seconded by Mr. Lynaugh, with all in favor, the Board of Supervisors for the Myrtle Creek Improvement District approved Resolution 2023-02, Election of Officers with Mr. Bob Da Silva as Chair, Mr. Kam Shenai as Vice Chair, Ms. Jennifer Walden as Secretary, Mr. John Lynaugh, Ms. Marsha Leed, and Ms. Lynne Mullins as Assistant Secretaries, Ms. Amanda Lane as Treasurer, and Ms. Jennifer Glasgow as Assistant Treasurer.

#### **SIXTH ORDER OF BUSINESS**

#### **Ratification of Operation and Maintenance Expenditures Paid in November 2022 in an amount totaling \$59,483.26**

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 November 2022 in an amount totaling \$59,483.26.

#### **SEVENTH ORDER OF BUSINESS**

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

Mr. Kaufmann stated there were no Work Authorizations.

#### **EIGHTH ORDER OF BUSINESS**

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

Ms. Walden stated the financials are listed through November and the District has spent \$117,000.00 versus a little over \$1,000,000.00 budget, which equates to about 11.5% of the budget being spent this year. Ms. Walden stated also included are the final numbers for FY 2022.

Mr. Shenai asked about the 2023 budget for flower replacement. Ms. Walden confirmed that the flower replacement budget is \$50,000.00. Mr. Shenai asked how much of the \$50,000.00 budget has been spent. Mr. McDermott answered that \$875.00 of the flower replacement budget has been spent.

Mr. Shenai inquired about the contingency line item. Mr. McDermott stated there is contingency that will be used for the Narcoossee Road / Lake Nona Boulevard intersection landscaping improvements. He noted he will drive with BrightView towards the beginning of the year to discuss what else to do in the District comprehensively, then split that amount over three years to remain within the \$50,000.00 budget.

Ms. Leed asked if the Narcoossee Road project will be completed by 2023? Mr. McDermott answered he spoke with Felix Associates of Florida two weeks ago, and their team would be potentially starting the work in the community this week or next week. He noted while driving through the community yesterday he saw that trees had been planted along Narcoossee, but there's no sod yet. He added that he sees this being done in the next 10 months so that the District can complete the work at the main entrance within 12 months.

## **NINTH ORDER OF BUSINESS**

## **Staff Reports**

### District Counsel –

Mr. Dugan stated at the beginning of the new year the state legislature starts getting together with committee meetings and starts drafting proposed legislation ahead of the session, which will start in March. The Board will receive communication from Kutak Rock's office with updates for any relevant bills that will impact the District.

### District Manager –

Ms. Walden stated as a reminder the January meeting is going back to the third Tuesday of the month, January 17<sup>th</sup>. Ms. Walden also noted District staff has received a proposal from Berman for pressure washing monuments, and she is working with Mr. McDermott and Mr. Kaufmann to tweak some items due to some information being incorrect. The proposal was for \$550.00. Looking at the budget, the Board has \$10,000.00 for that line item. Ms. Walden noted their sister Districts had asked District staff to bid for other proposals, so she asked the Board if that is something they would like to be done.

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 the proposal from Berman for pressure washing.

### District Engineer –

No report.

### Construction Supervisor –

No report.

### Landscape Supervisor –

Mr. McDermott noted that the District has already spent \$31,000.00 this year for tree trimming but all the work is completed.

Mr. Wilbanks stated the District has some areas that were torn up on Wellspring by wild hogs. He is proposing to replace the sod at a cost of about \$900.00.

On motion by Mr. Shenai, seconded by Mr. Lynaugh, with all in favor, the Board of Supervisors for the Myrtle Creek Improvement District approved Mr. Wilbanks to move forward with the proposal for \$907.00 for hog damage cleanup.

Mr. Wilbanks noted he noticed some issues with irrigation maintenance, he has been working with the account manager, and he has assured that he will get the work done and under control.

Discussion ensued about how often BrightView inspects the community and the factors that cause some of the damage.

Mr. Shenai noted there are two Palm trees that have been dead for some time. Mr. McDermott stated that Cepra agreed to take care of the trees under warranty, however the vendor who replaced them, HTFL, was not given the full information that there was more besides the warranty work that needed to be done. Before the last Board meeting, Mr. McDermott asked HTFL to provide two more palm trees along with an Oak tree. It was overlooked but he reached back out to them, and it is back on the schedule to be completed by the end of the year.

Mr. Shenai stated there is a light out at the monument on your way to the 417. District staff noted that falls under the Boggy Creek ID and will be addressed with OUC to fix.

Irrigation Supervisor –

No report.

#### **TENTH ORDER OF BUSINESS**

#### **Supervisor Requests**

No Supervisor requests.

#### **ELEVENTH ORDER OF BUSINESS**

#### **Adjournment**

On motion by Mr. Shenai, seconded by Mr. Da Silva, with all in favor, the December 13, 2022, meeting of the Board of Supervisors for the Myrtle Creek Improvement District was adjourned.

  
Secretary/Assistant Secretary

  
Chair/Vice Chair