

**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, February 21, 2023, at 5:00 p.m. at the Courtyard Orlando Lake Nona, 6955 Lake Nona Blvd, Orlando, FL 32827.

Present:

Bob Da Silva	Chairman
Kyle Scholl	Assistant Secretary
John Lynaugh	Assistant Secretary
Marsha Leed	Assistant Secretary

Also attending:

Lynne Mullins	PFM	
Jorge Jimenez	PFM	(via phone)
Jeffrey Newton	Donald W. McIntosh Associates	
Matt McDermott	Construction Committee Member	
Larry Kaufmann	Construction Supervisor	(via phone)
Samantha Sharenow	Berman	
Katie Harmer	Berman	
Tucker Mackie	Kutak Rock	(via phone)

SECOND ORDER OF BUSINESS

Public Comment Period

Ms. Mullins noted there were no members of the public present. Ms. Mullins introduced Ms. Katie Harmer and Ms. Samantha Sharenow to the Board and explained that they are taking over for Aaron Wilbanks with Berman.

THIRD ORDER OF BUSINESS

**Swearing in of Newly Elected Board
Member**

Ms. Mullins swore in Mr. Kyle Scholl.

FOURTH ORDER OF BUSINESS

**Consideration of the Minutes of the
December 13, 2022, Board of
Supervisors' Meeting**

The Board reviewed the minutes of the December 13, 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 December 13, 2022, Board of Supervisors' Meeting.

FIFTH ORDER OF BUSINESS**Consideration of Resolution 2023-03,
Election of Officers**

Ms. Mullins stated the current slate is Bob Da Silva as Chair, Kam Shenai as Vice Chair, Jennifer Walden as Secretary, John Lynaugh, Marsha Leed, and Lynne Mullins as Assistant Secretaries, Amanda Lane as Treasurer, and Jennifer Glasgow as Assistant Treasurer. Ms. Mullins noted the Board can choose to keep the same slate or make any changes but at a minimum to add Kyle Scholl as an Assistant Secretary.

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 2023-03, 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, Ms. Lynne Mullins, and Mr. Kyle Scholl as Assistant Secretaries, Ms. Amanda Lane as Treasurer, and Ms. Jennifer Glasgow as Assistant Treasurer.

SIXTH ORDER OF BUSINESS**Consideration of Porter Services
Proposal from BrightView**

Ms. Mullins stated it was brought to District staff's attention that there were multiple trash cans that were overflowing, and District staff wanted to get a quote to get those emptied on a regular basis. BrightView provided a quote and stated that it could be done monthly or as needed. It would be \$40 per service, \$30.00 for the emptying the trash cans and \$10.00 for the materials.

Discussion ensued on the plan to start using BrightView to empty the four trash cans and how often.

On motion by Mr. Da Silva, seconded by Mr. Scholl, with all in favor, the Board of Supervisors for the Myrtle Creek Improvement District approved the Porter Services Proposal from Brightview at \$40.00 per service once a month.

SEVENTH ORDER OF BUSINESS**Consideration of BrightView Proposal
for Turf Installation Due to Hog
Damage**

Ms. Mullins stated this is the second time the work has been needed in this area and that Mr. McDermott relayed that the construction is done, so this shouldn't be seen again. Mr. McDermott stated this would be a ratification item as it's been done. If this is an ongoing thing, the Board obviously needs to take other measures rather than installing two pallets of sod per month. Mr. McDermott explained when the damage was first noticed in December, District staff did put out traps to try and capture and relocate them. The hogs usually come to eat the grubs, so there's some insecticide that can be used to try and deter them as well.

On motion by Mr. Scholl, seconded by Mr. Da Silva, with all in favor, the Board of Supervisors for the Myrtle Creek Improvement District ratified the BrightView Proposal for Turf Installation Due to Hog Damage in the amount of \$1,000.00.

EIGHTH ORDER OF BUSINESS**Ratification of Operation and
Maintenance Expenditures Paid in**

**December 2022 in an amount totaling
\$78,797.81**

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

On motion by Ms. Leed, seconded by Mr. Scholl, with all in favor, the Board of Supervisors for the Myrtle Creek Improvement District ratified the Operation and Maintenance Expenditures paid in December 2022 in an amount totaling \$78,797.81.

NINTH ORDER OF BUSINESS

**Ratification of Operation and
Maintenance Expenditures Paid in
January 2022 in an amount totaling
\$9,903.07**

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

On motion by Ms. Leed, seconded by Mr. Scholl, with all in favor, the Board of Supervisors for the Myrtle Creek Improvement District ratified the Operation and Maintenance Expenditures paid in January 2023 in an amount totaling \$9,903.07.

TENTH ORDER OF BUSINESS

**Recommendation of Work
Authorization/Proposed Services**

Ms. Harmer stated the District has one Work Authorization for services rendered on the monument signs that are off of Narcoossee Road and Lake Nona Boulevard. The paint on the tops of the monuments is peeling, so they need to be stripped and cleaned and then primed and repainted. The monuments themselves were obviously pressure washed. She noted the pictures that are shown you can't see too much, but if you look from a bird's eye, they're peeling more on the top as well.

On motion by Mr. Scholl, seconded by Mr. Da Silva, with all in favor, the Board of Supervisors for the Myrtle Creek Improvement District approved the Work Authorization for Berman to paint the monument caps at a cost of \$1,024.00.

ELEVENTH ORDER OF BUSINESS

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

Ms. Mullins stated the financials are listed through January and the District has expenses of \$206,000.00 versus a little over \$1,000,000.00 budget, which equates to about 20% of the budget being spent so far.

Ms. Leed asked about the tree trimming being at 78% of the budget so far. Mr. McDermott stated that the tree trimming for this District is completed for the Fiscal Year.

TWELFTH ORDER OF BUSINESS

Staff Reports

District Counsel – No report.

District Manager – Ms. Mullins noted the next Board Meeting is March 21, 2023.

District Engineer – No report.

Construction Supervisor – Mr. Kaufmann stated the design for Performance Drive trail is moving ahead. Tavistock intends to build the trail and connect it to the trail along the existing portion of Performance Drive. Also, the design for the roundabout at the intersection of Performance Drive and Lake Nona Boulevard is ongoing, and District staff is assuming that will proceed as planned.

Mr. Da Silva asked if the Village Walk HOA had been reached out to about the easements at their gate. Mr. Newton answered that he believes Dan Young with Tavistock has been coordinating that.

Discussion ensued about the roundabout analysis.

Landscape Supervisor – Mr. McDermott stated he was hoping there would be some progress at Lake Nona Boulevard and Narcoossee Road. District staff did meet with the City of Orlando and their contractor, Arroyo Brothers. They said the game plan was for the City to finish up a little bit of work on Narcoossee Road, and then they were going to come work in the median. However, the week the City was going to get started, which would have been the week of the 6th, District staff found out the contractor for Advent Health, SDC, was going to get started on a left turn lane into Advent Health that Wednesday the 8th. Mr. McDermott noted he was out that week and when he came back nothing had happened. Unfortunately, Mr. McDermott stated the City of Orlando does not have any direct contact with SDC, so they don't have open lines of communication regarding scheduling. He did note that Narcoossee Road is finally getting paved. Also, the trails at the District's entrance are all completed, so it's very close to a point where the District can do the entrances.

Irrigation Supervisor – Ms. Harmer stated the irrigation clock issues that were approved outside the meeting will be completed by tomorrow by BrightView.

THIRTEENTH ORDER OF BUSINESS

Supervisor Requests

No Supervisor requests.


FOURTEENTH ORDER OF BUSINESS

Adjournment

On motion by Mr. Lynaugh, seconded by Mr. Scholl, with all in favor, the February 21, 2023, Meeting of the Board of Supervisors for the Myrtle Creek Improvement District was adjourned.



Secretary/Assistant Secretary



Chair/Vice Chair