

**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, May 9, 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
Kam Shenai	Vice Chairman

**Also attending:**

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

**SECOND ORDER OF BUSINESS**

**Public Comment Period**

Ms. Walden asked if there were any public comments. She noted there were no members of the public present.

**THIRD ORDER OF BUSINESS**

**Consideration of the Minutes of the  
April 18, 2023, Board of Supervisors'  
Meeting**

The Board reviewed the minutes of the April 18, 2023, Board of Supervisors' Meeting.

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 Minutes of the April 18, 2023, Board of Supervisors' Meeting.

**FOURTH ORDER OF BUSINESS**

**Letter from Supervisor of Elections –  
Orange County**

Ms. Walden stated each year the District is required to state on the record the number of registered voters. As of April 15, 2023, there are 2,454 registered voters in the District.

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

#### **Recognition of Supervisor Shenai by Congressman Darren Soto in Honor of Asian American and Pacific Islander Heritage Month**

Ms. Walden stated in honor of Asian American and Pacific Island Heritage month, Mr. Shenai was selected as one of the honorees for this month by Congressman Soto and his biography will be read into the congressional record.

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

#### **Discussion of Construction Committee Members**

Mr. Kaufmann stated the Developer has requested that the Board consider reconfiguring the Construction Committee to five individuals. Currently, the Committee consists of Larry Kaufmann, Chris Wilson, and Matt McDermott. The recommendation for the Board is to consider adding Dan Young and Drew Dawson to the Committee. Mr. Kaufmann noted that at the June 15, 2023, Construction Committee Meeting he will be resigning. Ms. Walden noted the sister Districts approved adding the two seats for Dan Young and Drew Dawson.

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 adding two seats to the Construction Committee and appointed Drew Dawson and Dan Young.

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

#### **Consideration of Resolution 2023-04, Approving a Preliminary Budget for Fiscal Year 2024, and Setting a Public Hearing Date**

Ms. Walden stated the proposed budget is included as an exhibit to the Resolution. Today's goal is to set the overall budget as the District will have the next few months to change line item amounts if needed. She noted the District is on track to not raise assessments as they're set to come down a little bit.

The Board discussed budget items, reserve needs and the trail.

Ms. Walden stated the District does have to set a public hearing and District staff's recommendation is for August 15, 2023, at 4:00 p.m. at this location.

On motion by Mr. Lynaugh, seconded by Mr. Scholl with all in favor, the Board of Supervisors for the Myrtle Creek Improvement District approved Resolution 2023-04, Approving a Preliminary Budget for Fiscal Year 2024, and Setting a Public Hearing Date for August 15, 2023, at 4:00 p.m. at the Courtyard Orlando Lake Nona, 6955 Lake Nona Blvd, Orlando, FL 32827.

## **EIGHTH ORDER OF BUSINESS**

### **Consideration of Pest Control Proposals**

District staff reached out to several vendors for proposals. TruGreen declined to provide a bid and Massey provided a proposal which is \$300.00 less than the District is currently paying Fire Ant Control. The other Districts have decided to table this item. Ms. Walden noted there are no issues with the current vendor.

Berman is recommending keeping the current vendor as they are consistent with their work and haven't asked for an increase in price in years.

The Board agreed to keep the current vendor, Fire Ant Control.

## **NINTH ORDER OF BUSINESS**

### **Ratification of Operation and Maintenance Expenditures Paid in April 2023 in an amount totaling \$39,597.11**

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

On motion by Mr. Scholl, 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 April 2023 in an amount totaling \$39,597.11.

## **TENTH ORDER OF BUSINESS**

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

Mr. Kaufmann stated there were no Work Authorizations.

## **ELEVENTH ORDER OF BUSINESS**

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

Ms. Walden stated the financials are listed through April and the District has expenses of just under \$329,000.00 versus a little over \$1,000,000.00 budget. This equates to about 32% of the budget being spent so far.

Discussion ensued regarding several items – tree trimming, flower replacement, landscape enhancements and contingency. Mr. Shenai stated he would like to give approval to use funds for landscape enhancements that are needed now.

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 a not-to-exceed amount of \$40,000.00 for landscape enhancements.

Mr. Scholl asked about the \$10,000.00 in interest income and should the District be budgeting for this every year or will this be a surplus to use for an item next year. Ms. Mackie replied that this is an item

District staff doesn't typically budget for a high amount as it's hard to know what the exact amount will be. Ms. Walden replied that she will get with the Accountant on this item and report back.

#### **TWELFTH ORDER OF BUSINESS**

#### **Staff Reports**

<u>District Counsel</u> –	Ms. Mackie stated the Board will receive Kutak Rock's final version of Capital Conversations which will be a digest of what was approved during the current legislative session that affects Special Districts. One item she wanted to bring to the Board's attention is that special district supervisors will be required to do four hours of ethics training on an annual basis. Additional information will be provided when it is available, and the requirement will take effect on January 1, 2024.
<u>District Manager</u> –	Ms. Walden noted that the Board meetings are going back to the third Tuesday of the month. The next meeting is scheduled for Tuesday, June 20, 2023.
<u>District Engineer</u> –	No report.
<u>Construction Supervisor</u> –	No report.
<u>Landscape Supervisor</u> –	No report.
<u>Irrigation Supervisor</u> –	No report.

#### **THIRTEENTH ORDER OF BUSINESS**

#### **Supervisor Requests**

There were no Supervisor requests.

#### **FOURTEENTH ORDER OF BUSINESS**

#### **Adjournment**

On motion by Mr. Shenai, seconded by Mr. Scholl, with all in favor, the May 9, 2023, Meeting of the Board of Supervisors for the Myrtle Creek Improvement District was adjourned.

  
Secretary/Assistant Secretary

  
Chair/Vice Chair