

# Myrtle Creek Improvement District

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

[www.myrtlecreekid.org](http://www.myrtlecreekid.org)

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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, May 20, 2025, at 6900 Tavistock Lakes Blvd., Ste. 200, 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: pfmcd.webex.com

Participant Code: 2531 126 0013#

## BOARD OF SUPERVISORS' MEETING AGENDA

### Organizational Matters

- Roll Call to Confirm a Quorum
- Public Comment Period
- 1. **Consideration of the Minutes of the April 15, 2025, Auditor Selection Committee Meeting**
- 2. **Consideration of the Minutes of the April 15, 2025, Board of Supervisors' Meeting**
- 3. **Letter from Supervisor of Elections – Orange County**

### Business Matters

- 4. **Consideration of Audit Engagement Letter with Grau & Associates**
- 5. **Consideration of Resolution 2025-02, Declaring the Series 2016A Project Complete and Finalizing the Special Assessment Securing the Series 2016A Bonds**
- 6. **Consideration of Resolution 2025-03, Approving a Preliminary Budget for Fiscal Year 2026 and Setting a Public Hearing Date [suggested date of August 19, 2025]**
- 7. **Consideration of Data Sharing and Usage Agreement with Orange County Property Appraiser's Office**
- 8. **Ratification of Operation and Maintenance Expenditures Paid in April 2025 in an amount totaling \$48,370.73**
- 9. **Recommendation of Work Authorization/Proposed Services (if applicable)**
- 10. **Review of District's Financial Position and Budget to Actual YTD**

### 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 April 15, 2025,  
Auditor Selection Committee Meeting**

**MYRTLE CREEK IMPROVEMENT DISTRICT**  
**AUDITOR SELECTION COMMITTEE MEETING MINUTES**

**FIRST ORDER OF BUSINESS**

The Auditor Selection Committee Meeting for the Myrtle Creek Improvement District was called to order on Tuesday, April 15, 2025, at 5:01 p.m. at 6900 Tavistock Lakes Blvd., Ste 200, Orlando, FL 32827.

Present:

Kyle Scholl	Committee Member
John Lynaugh	Committee Member
Kam Shenai	Committee Member
Marsha Leed	Committee Member
Bob Da Silva	Committee Member

Also, attending:

Jennifer Walden	PFM	
Lynne Mullins	PFM	(via phone)
Blake Firth	PFM	(via phone)
Amanda Lane	PFM	(via phone)
Dan Young	Tavistock	
Tucker Mackie	Kutak Rock	
Jeffrey Newton	Donald W. McIntosh Associates	
Bob Schanck	Donald W. McIntosh Associates	
DJ Batten	Berman	
Samantha Sharenow	Berman	
Katie Harmer	Berman	(via phone)

**SECOND ORDER OF BUSINESS**

**Public Comment Period**

Ms. Walden called for any public comments. There were no comments provided.

**THIRD ORDER OF BUSINESS**

**Review of Auditing Services  
Proposals**  
**a) Grau & Associates**  
**b) Berger, Toombs, Elam, Gaines &  
Frank**

Ms. Walden noted the District received proposals from Grau & Associates and Berger, Toombs, Elam, Gaines & Frank.

**FOURTH ORDER OF BUSINESS**

**Ranking of Auditing Services  
Proposals**

Ms. Walden noted for all evaluation criteria other than price that each of the Auditors scored 20 points. Grau & Associates came in at \$19,000.00 and Berger, Toombs, Elam, Gaines & Frank came in at \$24,475.00 and the pricing is for a total of five years.

The recommended rankings are as follows:

1. Grau & Associates with 100 points
2. Berger, Toombs, Elam, Gaines & Frank with 94.2 points

There was a brief discussion about which company the other Districts decided to go with.

On Motion by Mr. Da Silva, second by Mr. Lynaugh, with all in favor, the Auditor Selection Committee for the Boggy Creek District accepted the recommended rankings as presented, ranking Grau & Associates as the No. 1 bidder and Berger, Toombs, Elam, Gaines & Frank as the No. 2 bidder.

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

#### **Adjournment**

There was no further business to discuss. Ms. Walden requested a motion to adjourn.

On Motion by Mr. Scholl, second by Mr. Da Silva, with all in favor, the April 15, 2025, Meeting of the Auditor Selection Committee for the Myrtle Creek Improvement District was adjourned.

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Secretary/Assistant Secretary

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Chair/Vice Chair

# **MYRTLE CREEK IMPROVEMENT DISTRICT**

**Minutes of the April 15, 2025,  
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, April 15, 2025, at 5:04 p.m. at 6900 Tavistock Lakes Blvd., Suite 200, Orlando, FL 32827.

Present:

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

Also attending:

Jennifer Walden	PFM	
Lynne Mullins	PFM	(via phone)
Amanda Lane	PFM	(via phone)
Blake Firth	PFM	(via phone)
Jeffrey Newton	Donald W. McIntosh Associates	
Bob Schanck	Donald W. McIntosh Associates	
Tucker Mackie	Kutak Rock	
Dan Young	Tavistock	
DJ Batten	Berman	
Katie Harmer	Berman	(via phone)

**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  
February 18, 2025, Board of  
Supervisors' Meeting**

The Board reviewed the minutes of the February 18, 2025, Board of Supervisors' Meeting.

On motion by Ms. Leed, seconded by Mr. Shenai, with all in favor, the Board of Supervisors for the Myrtle Creek Improvement District approved the Minutes of the February 18, 2025, Board of Supervisors' Meeting.

**FOURTH ORDER OF BUSINESS**

**Consideration of the Minutes of the  
March 11, 2025, Board of  
Supervisors' Meeting**

The Board reviewed the minutes of the March 11, 2025, 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 March 11, 2025, Board of Supervisors' Meeting.

## **FIFTH ORDER OF BUSINESS**

### **Consideration of Trail Maintenance Proposals**

Ms. Walden reviewed the Work Authorization provided by Berman with a proposal from Atlantic Asphalt for \$101,500.00 and Berman's fee for managing this project is \$10,150.00, for a combined total of \$111,650.00 for trail maintenance.

Ms. Harmer stated this is Berman's standard ten percent fee that they use on all contracts for project management. She noted both prices were included for full transparency.

Ms. Walden stated Atlantic Asphalt is asking for fifty percent of the total due upfront, but this is something the District could negotiate, and District Counsel has provided the District's standard agreement that can be utilized to directly contract with Atlantic Asphalt. Ms. Mackie added that the agreement also provides for an extended warranty and would request a revised Work Authorization with Berman to include their scope and only the cost for Berman managing the project.

There was a brief discussion regarding the possible start date of this project.

On motion by Mr. Da Silva, seconded by Mr. Shenai, with all in favor, the Board of Supervisors for Myrtle Creek Improvement District authorized District Counsel to work with Berman on negotiating payment terms for the Trail Maintenance Proposal and move forward with the project at a total cost of \$111,650.00.

Mr. Scholl asked if the Board should consider hiring Donald W. McIntosh Associates to put together an as-built survey for when the District needs to go out for a larger bid to be able to provide Contractors with clearer drawings.

Mr. Newton stated that Contractors are going to be able to bid a project better if there is an actual plan established. He believes it to be advantageous for the District to have a plan and specifications that a Contractor can reasonably bid.

Discussion ensued regarding plans and using the current project to help guide those plans.

## **SIXTH ORDER OF BUSINESS**

### **Consideration of First Amendment to Website Services Agreement**

Ms. Walden noted the vendor is asking for a \$10 increase per month, which would take effect on October 1, 2025. She added the vendor has not taken a fee increase in almost four years and that increase was due to adding the firewall and https security. Ms. Walden noted the Chair has seen the proposal and District Counsel has drafted this Agreement as a First Amendment to the original.

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 First Amendment to Website Services Agreement with VGlobalTech in the amount of \$145.00 per month.

## **SEVENTH ORDER OF BUSINESS**

### **Review of Auditor Selection Committee Rankings & Selection of Auditor**

Ms. Walden noted the recommended rankings from the Auditor Selection Committee as followed:

1. Grau & Associates received 100 points
2. Berger, Toombs, Elam, Gaines & Frank received 94.2 points.

On motion by Mr. Shenai, seconded by Mr. Da Silva, with all in favor, the Board of Supervisors for the Myrtle Creek Improvement District accepted the rankings from the Auditor Selection Committee and the recommendation to move forward with the No. 1 proposer, Grau & Associates.

## **EIGHTH ORDER OF BUSINESS**

### **Review of Fiscal Year 2026 Operations & Maintenance Budget**

Ms. Walden stated District staff, the Construction Committee, and other parties have been reviewing and discussing the budget and wanted to provide the opportunity for the Board to address any items of concern prior to the start of the actual budget process next month.

There was a brief discussion regarding some of the line items. No action was required.

## **NINTH ORDER OF BUSINESS**

### **Request to Advertise for RFQ to Prequalified Contractors for District Infrastructure Projects**

Mr. Newton explained the Lake Nona Districts typically keep and maintain a list of prequalified Contractors for infrastructure projects. He noted since Myrtle Creek is a mature District, there are no remaining infrastructure projects outside of Performance Drive. Mr. Newton stated Boggy Creek, Midtown, and Poitras East are preparing to advertise for prequalified contractors and recommended advertising for all five Districts, including Myrtle Creek. He noted Greenway agreed to join in the prequalification process and that the current 4-year prequalification period expires in August of this year.

Mr. Scholl asked if the way Myrtle Creek awards their criteria should be different than the other sister Districts being that it is a mature District with different requirements, such as landscaping, which Myrtle Creek has a separate bid for.

Mr. Newton explained landscaping is done through a request for proposal, whereas an RFQ prequalifies Contractors for District infrastructure projects, so the District does not have to do a request for proposal and can just issue an invitation to bid, so the criteria would not be different. There would be cost savings to advertise at the same time as the other Districts.

On motion by Mr. Scholl, seconded by Mr. Lynaugh, with all in favor, the Board of Supervisors for the Myrtle Creek Improvement District authorized District staff to advertise the RFQ to Prequalified Contractors for District Infrastructure Projects.



## **TENTH ORDER OF BUSINESS**

### **Ratification of Operation and Maintenance Expenditures Paid in March 2025 in an amount totaling \$74,671.87.**

Ms. Walden stated these expenditures have already 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 March 2025 in an amount totaling \$74,671.87.

## **ELEVENTH ORDER OF BUSINESS**

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

Ms. Walden noted there were no Work Authorizations.

## **TWELFTH ORDER OF BUSINESS**

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

Ms. Walden stated the financials are updated through March 2025. The District has expenses just shy of \$327,000.00 versus an overall budget of roughly \$1,000,000.00, which equates to approximately 32% of the total budget spent.

## **THIRTEENTH ORDER OF BUSINESS**

### **Staff Reports**

#### District Counsel –

Ms. Mackie stated District Counsel is watching for updates regarding the Florida 2025 session. However, this session does appear to be less active than prior sessions and District Counsel will report back on what gets adopted after the session officially closes. This session is anticipated to extend beyond the regular timeframe.

#### District Manager –

Ms. Walden noted the next Board Meeting will be Tuesday, May 20, 2025.

Ms. Walden stated there are excess funds with the Trustee in the amount of \$15,127.80 and the Trustee will apply the funds as directed by the District. She noted these funds could be used to prepay down the bonds or can be returned to the District to be used for O&M.

Ms. Mackie noted most Boards tends take these additional funds and apply them towards the District's reserves.

On motion by Mr. Lynaugh, seconded by Mr. Da Silva, with all in favor, the Board of Supervisors for the Myrtle Creek Improvement District approved to transfer excess funds from the Trustees in the amount of \$15,127.80 to the District's reserves.

Ms. Lane asked the Board for clarity on which reserves the funds will be transferred to.

The Board confirmed the excess funds will be transferred to the Operations and Maintenance reserves and not the debt service reserves.

District Engineer – Mr. Newton introduced Bob Schanck with his firm.

Construction Supervisor – No report.

Landscape Supervisor – No report.

Irrigation Supervisor – No report.

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

#### **Supervisor Requests**

Mr. Shenai noted there were grey ribbons around the Oak trees on Lake Nona Blvd in front of the ER and asked if District staff could find out why they are there. Mr. Batten wasn't able to obtain any information prior to the meeting but will see what he can find out.

Mr. Scholl expressed his gratitude to the Board that the next fiscal year won't result in an increase. He stated his hope of no increases in the future and once the trail maintenance is completed, the Board could discuss the possibility of a beautification enhancement project.

#### **FIFTEENTH ORDER OF BUSINESS**

#### **Adjournment**

Ms. Walden requested a motion to adjourn.

On motion by Mr. Shenai, seconded by Mr. Scholl, with all in favor, the April 15, 2025, Meeting of the Board of Supervisors for the Myrtle Creek Improvement District was adjourned.

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**Secretary/Assistant Secretary**

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**Chair/Vice Chair**

# **MYRTLE CREEK IMPROVEMENT DISTRICT**

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



April 18, 2025

Jennifer Walden, District Manager  
Myrtle Creek Improvement District  
PFM Group Consulting LLC  
3501 Quadrangle Boulevard, Suite 270  
Orlando, FL 32817

To whom it may concern,

Per the requirements of Chapter 190.006, Florida Statutes, the Orange County Supervisor of Elections Office Mapping Department has determined the number of registered voters in the district as of April 15, 2025. Our research is based on the most recent legal description provided to us by the District Office.

As of **April 15, 2025**, there are **2,637 registered voter(s)** in the  
**Myrtle Creek Improvement District.**

A map and list of addresses can be provided upon request. Please contact the Mapping Department at 407-254-6554 with any questions.

Sincerely,

Mapping Department  
Orange County Supervisor of Elections  
Phone: 407-254-6554  
119 W. Kaley Street  
Orlando, FL 32806  
[soemapping@ocfelections.gov](mailto:soemapping@ocfelections.gov)

# **MYRTLE CREEK IMPROVEMENT DISTRICT**

**Audit Engagement Letter  
with Grau & Associates**



# Grau & Associates

CERTIFIED PUBLIC ACCOUNTANTS

1001 Yamato Road • Suite 301  
Boca Raton, Florida 33431  
(561) 994-9299 • (800) 299-4728  
Fax (561) 994-5823  
[www.graucpa.com](http://www.graucpa.com)

April 18, 2025

To Board of Supervisors  
Myrtle Creek Improvement District  
3501 Quadrangle Blvd., Ste. 270  
Orlando, FL 32817

We are pleased to confirm our understanding of the services we are to provide Myrtle Creek Improvement District, City of Orlando, Florida ("the District") for the fiscal year ended September 30, 2025, with the option of four (4) additional one-year renewals. We will audit the financial statements of the governmental activities and each major fund, including the related notes to the financial statements, which collectively comprise the basic financial statements of Myrtle Creek Improvement District as of and for the fiscal year ended September 30, 2025, with the option of four (4) additional one-year renewals. In addition, we will examine the District's compliance with the requirements of Section 218.415 Florida Statutes.

Accounting principles generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the District's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the District's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis
- 2) Budgetary comparison schedule

The following other information accompanying the financial statements will not be subjected to the auditing procedures applied in our audit of the financial statements, and our auditor's report will not provide an opinion or any assurance on that information:

- 1) Compliance with FL Statute 218.39 (3) (c)

## Audit Objectives

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of the accounting records of the District and other procedures we consider necessary to enable us to express such opinions. We will issue a written report upon completion of our audit of the District's financial statements. We cannot provide assurance that an unmodified opinion will be expressed. Circumstances may arise in which it is necessary for us to modify our opinion or add emphasis-of-matter or other-matter paragraphs. If our opinion on the financial statements is other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed an opinion, we may decline to express an opinion or issue a report or may withdraw from this engagement.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The report on internal control and on compliance and other matters will include a paragraph that states (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance, and the results of that testing, and not to provide an opinion on the effectiveness of the District's internal control on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control and compliance. The paragraph will also state that the report is not suitable for any other purpose. If during our audit we become aware that the District is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

**Examination Objective**

The objective of our examination is the expression of an opinion as to whether the District is in compliance with Florida Statute 218.415 in accordance with Rule 10.556(10) of the Auditor General of the State of Florida. Our examination will be conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants and will include tests of your records and other procedures we consider necessary to enable us to express such an opinion. We will issue a written report upon completion of our examination of the District's compliance. The report will include a statement that the report is intended solely for the information and use of management, those charged with governance, and the Florida Auditor General, and is not intended to be and should not be used by anyone other than these specified parties. We cannot provide assurance that an unmodified opinion will be expressed. Circumstances may arise in which it is necessary for us to modify our opinion or add emphasis-of-matter or other-matter paragraphs. If our opinion on the District's compliance is other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the examination or are unable to form or have not formed an opinion, we may decline to express an opinion or issue a report or may withdraw from this engagement.

**Other Services**

We will assist in preparing the financial statements and related notes of the District in conformity with U.S. generally accepted accounting principles based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. The other services are limited to the financial statement services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

**Management Responsibilities**

Management is responsible for compliance with Florida Statute 218.415 and will provide us with the information required for the examination. The accuracy and completeness of such information is also management's responsibility. You agree to assume all management responsibilities relating to the financial statements and related notes and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements and related notes and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them. In addition, you will be required to make certain representations regarding compliance with Florida Statute 218.415 in the management representation letter. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, who possesses suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Management is responsible for designing, implementing and maintaining effective internal controls, including evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met; following laws and regulations; and ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles, for the preparation and fair presentation of the financial statements and all accompanying information in conformity with U.S. generally accepted accounting principles, and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants and for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts or grant agreements, or abuse that we report.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits or other studies related to the objectives discussed in the Audit Objectives section of this letter. The District will provide a statement describing corrective actions to be taken in response to each of our recommendations included in the audit report, if any, and relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

#### **Audit Procedures—General**

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. Our responsibility as auditors is limited to the period covered by our audit and does not extend to later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

#### **Audit Procedures—Internal Control**

Our audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

#### **Audit Procedures—Compliance**

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the District's compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance, and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

#### **Engagement Administration, Fees, and Other**

We understand that your employees will prepare all confirmations we request and will locate any documents selected by us for testing.

The audit documentation for this engagement is the property of Grau & Associates and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to a cognizant or oversight agency or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Grau & Associates personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies. Notwithstanding the foregoing, the parties acknowledge that various documents reviewed or produced during the conduct of the audit may be public records under Florida law. The District agrees to notify Grau & Associates of any public record request it receives that involves audit documentation.



The auditor agrees and understands that Chapter 119, *Florida Statutes*, may be applicable to documents prepared in connection with the services provided hereunder and agrees to cooperate with public record requests made thereunder. In connection with this Agreement, the auditor agrees to comply with all provisions of Florida's public records laws, including but not limited to Section 119.0701, *Florida Statutes*, the terms of which are incorporated herein. Among other requirements, the auditor must:

- a. Keep and maintain public records required by the District to perform the service.
- b. Upon request from the District's custodian of public records, provide the District with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, *Florida Statutes* or as otherwise provided by law.
- c. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the Agreement if the auditor does not transfer the records to the District.
- d. Upon completion of this Agreement, transfer, at no cost, to the District all public records in possession of the auditor or keep and maintain public records required by the District to perform the service. If the auditor transfers all public records to the District upon completion of this Agreement, the auditor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the auditor keeps and maintains public records upon completion of the Agreement, the auditor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the District, upon request from the District's custodian of public records, in a format that is compatible with the information technology systems of the District.

IF THE AUDITOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE AUDITOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT PFM GROUP CONSULTING LLC, 3501 QUADRANGLE BLVD., STE 270, ORLANDO, FL 32817, 407-723-5900, [RECORDREQUEST@PFM.COM](mailto:RECORDREQUEST@PFM.COM).

This agreement provides for a contract period of one (1) year with the option of four (4) additional one-year renewals upon the written consent of both parties. Our fee for these services will not exceed \$3,600 for the September 30, 2025 audit. The fees for the fiscal years, 2026, 2027, 2028 and 2029 will not exceed \$3,700, \$3,800, \$3,900 and \$4,000 respectively, unless there is a change in activity by the District which results in additional audit work or if Bonds are issued.

We will complete the audit within prescribed statutory deadlines, with the understanding that your employees will provide information needed to perform the audit on a timely basis. We acknowledge that the District must submit its annual Audit to the Auditor General no later than nine (9) months after the end of the audited fiscal year. Accordingly, for fiscal year ended September 30, 2025, we will deliver a draft audit to the District no later than May 1, 2026 and a final audit report no later than June 1, 2026. All accounting records (including, but not limited to, trial balances, general ledger detail, vendor files, bank and trust statements, minutes, and confirmations) for the fiscal year ended September 30, 2025 must be provided to us no later than January 15, 2026, in order for us to deliver a draft audit to the District no later than May 1, 2026 and a final audit report no later than June 1, 2026.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date. If we are aware that a federal awarding agency or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. Invoices will be submitted in sufficient detail to demonstrate compliance with the terms of this agreement. In accordance with our firm policies, work may be suspended if your account becomes 60 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate.

This agreement may be renewed each year thereafter subject to the mutual agreement by both parties to all terms and fees. The fee for each annual renewal will be agreed upon separately.

The District has the option to terminate this agreement with or without cause by providing thirty (30) days written notice of termination to Grau & Associates. Upon any termination of this agreement, Grau & Associates shall be entitled to payment of all work and/or services rendered up until the effective termination of this agreement, subject to whatever claims or off-sets the District may have against Grau & Associates.

We will provide you with a copy of our most recent external peer review report and any letter of comment, and any subsequent peer review reports and letters of comment received during the period of the contract. Our 2022 peer review report accompanies this letter.

We appreciate the opportunity to be of service to Myrtle Creek Improvement District and believe this letter accurately summarizes the terms of our engagement. This letter is the complete and exclusive statement of the agreement between Grau & Associates and the District with respect to the terms of engagement between the parties. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,

Grau & Associates



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Antonio J. Grau

RESPONSE:

This letter correctly sets forth the understanding of Myrtle Creek Improvement District.

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_



**FICPA Peer Review Program**  
Administered in Florida  
by The Florida Institute of CPAs



Peer Review  
Program

**AICPA Peer Review Program**  
Administered in Florida  
by the Florida Institute of CPAs

**March 17, 2023**

**Antonio Grau**  
**Grau & Associates**  
**951 Yamato Rd Ste 280**  
**Boca Raton, FL 33431-1809**

**Dear Antonio Grau:**

It is my pleasure to notify you that on March 16, 2023, the Florida Peer Review Committee accepted the report on the most recent System Review of your firm. The due date for your next review is December 31, 2025. This is the date by which all review documents should be completed and submitted to the administering entity.

As you know, the report had a peer review rating of pass. The Committee asked me to convey its congratulations to the firm.

Thank you for your cooperation.

Sincerely,

*FICPA Peer Review Committee*

Peer Review Team  
FICPA Peer Review Committee

850.224.2727, x5957

cc: Daniel Hevia, Racquel McIntosh

Firm Number: 900004390114

Review Number: 594791

# **MYRTLE CREEK IMPROVEMENT DISTRICT**

**Resolution 2025-02,  
Declaring the Series 2016A Project Complete and  
Finalizing the Special Assessment Securing the  
Series 2016A Bonds**

## RESOLUTION 2025-02

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE MYRTLE CREEK IMPROVEMENT DISTRICT ACCEPTING THE CERTIFICATION OF THE DISTRICT ENGINEER THAT THE SERIES 2016A PROJECT IS COMPLETE; DECLARING THE SERIES 2016A PROJECT COMPLETE; FINALIZING THE SPECIAL ASSESSMENTS SECURING THE DISTRICT'S SERIES 2016A SPECIAL ASSESSMENT REVENUE REFUNDING BONDS; PROVIDING FOR A SUPPLEMENT TO THE IMPROVEMENT LIEN BOOK; PROVIDING FOR SEVERABILITY, CONFLICTS, AND AN EFFECTIVE DATE.**

**WHEREAS**, the Myrtle Creek Improvement District ("**District**") was established by Ordinance 011126705, of the City Council of the City of Orlando, Florida, for the purpose of providing infrastructure improvements, facilities, and services to the lands within the District as provided in Chapter 190, *Florida Statutes*; and

**WHEREAS**, on December 14, 2006, the District issued \$34,855,000 in Myrtle Creek Improvement District Special Assessment Revenue Bonds, Series 2006A ("**Series 2006A Bonds**") for the purpose of financing the costs of the design, construction and/or installation of public infrastructure and improvements providing benefit to developable lands within the District ("**Series 2006A Project**") as described in the *Engineer's Report for Infrastructure for the Myrtle Creek Improvement District* dated October 10, 2005, as revised and supplemented and specifically as supplement by that certain the *Supplemental Engineer's Report for Capital Improvements for the Myrtle Creek Improvement District* dated August 15, 2010 ("**Engineer's Report**"); and

**WHEREAS**, on September 13, 2016, the District adopted Resolution 2016-10, declaring the 2006A Project complete with the exception of the costs associated with the acquisition of certain completed stormwater management facilities associated with the major roadway interchange project on State Road 417 ("**Remaining Improvements**") for which funds were retained in the 2006 Acquisition and Construction Account created pursuant to the *First Supplemental Trust Indenture between the District and U.S. Bank, National Association* dated December 1, 2006 ("**Reserve Amount**"); and

**WHEREAS**, on September 14, 2016, the District issued \$19,810,000 in Myrtle Creek Improvement District Special Assessment Revenue Refunding Bonds, Series 2016A ("**Series 2016A Bonds**") for the purpose of refunding its outstanding Series 2006A Bonds and the funding the Remaining Improvements ("**Series 2016A Project**") as more specifically described in the Engineer's Report; and

**WHEREAS**, the Series 2016A Bonds were issued pursuant to that certain *Master Trust Indenture*, dated December 1, 2006, and *Second Supplemental Trust Indenture*, dated September

1, 2016, each between the District and U.S. Bank National Association (“**Trustee**”) (collectively, the “**Indenture**”); and

**WHEREAS**, pursuant to the Indenture, the Reserve Amount was deposited into the 2016A Acquisition and Construction Account created pursuant to the Indenture (“**2016A Construction Fund**”); and

**WHEREAS**, the Board, after due notice and a public hearing, met as an equalizing Board pursuant to the provisions of Section 170.08, *Florida Statutes*, and adopted Resolution No. 2016-11 on June 27, 2017 (the “**Assessment Resolution**”), which, among other things, adopted the *Fourth Supplemental Special Assessment Methodology Report for the Special Assessment Revenue Refunding Bonds, Series 2016A* dated September 8, 2016, and equalized and levied special assessments to defray the portion of the costs of the Series 2016A Project that would be financed with the Series 2016A Bonds, and provided that the levy shall be a lien on the property so assessed co-equal with the lien of all state, county, district, municipal or other governmental taxes, all in accordance with Section 170.08, *Florida Statutes*; and

**WHEREAS**, the Series 2016A Project specially benefits the assessable lands in the District, as set forth in the Assessment Resolution, and it is reasonable, proper, just and right to assess the costs of the Series 2016A Project financed with the Series 2016A Bonds to the specially benefited properties within the District as set forth in the Assessment Resolution and this Resolution; and

**WHEREAS**, on June 29, 2023, the Remaining Improvements were acquired, and a portion of the Reserved Amount was requisitioned from the 2016A Construction Fund to pay for such acquisition; and

**WHEREAS**, the Series 2016A Project, and all components thereof, including the Remaining Improvements, have been completed; and

**WHEREAS**, pursuant to Chapter 170, *Florida Statutes*, and the Indenture, the District Engineer executed and delivered a Certificate of Completion dated May 12, 2025 (“**Engineer’s Certification**”), attached hereto as **Exhibit A**, wherein the District Engineer certified the Series 2016A Project complete; and

**WHEREAS**, upon receipt of and in reliance upon the Engineer’s Certification, the District’s Board desires to certify the Series 2016A Project complete in accordance with the Indenture; and

**WHEREAS**, according to the records of the District, total expenditures of \$711,610.18 represents the eligible Costs of the Series 2016A Project that were subject to the requisition process under the Indenture and paid by the District; and

**WHEREAS**, the completion of the Series 2016A Project resulted in a balance of \$38,726.28 in the Series 2016A Acquisition and Construction Account (the “**Construction Account**”); and

**WHEREAS**, pursuant to the Assessment Resolution, Indenture, and Chapter 170, *Florida Statutes*, the District desires to credit each of the assessments the difference, if any, between the amount assessed and the actual cost of the Series 2016A Project by transferring the balance in the Construction Account to the Series 2016A Revenue Account created pursuant to the Indenture (the “**Revenue Account**”) and applying such amount to the extraordinary mandatory redemption of the Series 2016A Bonds in accordance with the Indenture.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE MYRTLE CREEK IMPROVEMENT DISTRICT:**

**SECTION 1. INCORPORATION OF RECITALS.** The recitals so stated are true and correct and by this reference are incorporated into and form a material part of this Resolution.

**SECTION 2. AUTHORITY FOR THIS RESOLUTION.** This Resolution is adopted pursuant the Indenture and provisions of Florida law, including Chapters 170 and 190, *Florida Statutes*.

**SECTION 3. ACCEPTANCE AND CERTIFICATION OF COMPLETION OF THE SERIES 2016A PROJECT.** The Board hereby accepts the Engineer’s Certification, attached hereto as **Exhibit A**, and certifies the Series 2016A Project complete in accordance with the Assessment Resolution and the Indenture. The Completion Date, as that term is defined in the Master Trust Indenture, shall be the date of the Engineer’s Certification.

**SECTION 4. FINALIZATION OF SPECIAL ASSESSMENTS SECURING SERIES 2016A BONDS.** Pursuant to Section 170.08, *Florida Statutes*, and the Assessment Resolution, the Series 2016A Special Assessments are to be credited the difference in the assessment as originally made, approved, and confirmed and a proportionate part of the actual project costs of the Series 2016A Project. The remaining balance of the Construction Account, together with any interest earning therein, shall be transferred to the Revenue Account as provided in the Indenture and applied to the redemption of the Series 2016A Bonds; thereafter, the Construction Account shall be closed in accordance with the Indenture. **Exhibit B** attached hereto and incorporated herein by this reference reflects the Final Assessment Lien Roll after the closing of the Construction Account. Pursuant to Section 170.08, *Florida Statutes*, and the Assessment Resolution, the Series 20106A Special Assessments reflect the outstanding debt due on the Series 2016A Bonds and the parcels benefited by the Series 2016A Bonds. Therefore, the Series 2016A Special Assessments are hereby finalized as provided in **Exhibit B** in accordance with the Methodology.

**SECTION 5. IMPROVEMENT LIEN BOOK.** Immediately following the adoption of this Resolution, the special assessments as reflected herein shall be recorded by the Secretary of the Board of the District in the District’s “Improvement Lien Book.” The special assessment or assessments against each respective parcel shall be and shall remain a legal, valid and binding first lien on such parcel until paid and such lien shall be coequal with the lien of all state, county, district, municipal or other governmental taxes and superior in dignity to all other liens, titles, and claims.

**SECTION 6. OTHER PROVISIONS REMAIN IN EFFECT.** This Resolution is intended to supplement the Assessment Resolution which remains in full force and effect. This Resolution and the Assessment Resolution shall be construed to the maximum extent possible to give full force and effect to the provisions of each resolution. All District resolutions or parts thereof in actual conflict with this Resolution are, to the extent of such conflict, superseded and repealed.

**SECTION 7. SEVERABILITY.** If any section or part of a section of this Resolution is declared invalid or unconstitutional, the validity, force and effect of any other section or part of a section of this Resolution shall not thereby be affected or impaired unless it clearly appears that such other section or part of a section of this Resolution is wholly or necessarily dependent upon the section or part of a section so held to be invalid or unconstitutional.

**SECTION 8. CONFLICTS.** All District resolutions or parts thereof in conflict herewith are, to the extent of such conflict, superseded and repealed.

**SECTION 9. EFFECTIVE DATE.** This Resolution shall take effect immediately upon its adoption.

**PASSED AND ADOPTED** this 20<sup>th</sup> day of May, 2025.

ATTEST:

**MYRTLE CREEK IMPROVEMENT DISTRICT**

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
By: \_\_\_\_\_  
Its: \_\_\_\_\_

Exhibit A: Engineer's Certification  
Exhibit B: Final Assessment Lien Roll



EXHIBIT A  
Engineer's Certification

**MYRTLE CREEK IMPROVEMENT DISTRICT**

**DISTRICT ENGINEER'S CERTIFICATE OF COMPLETION OF THE  
SERIES 2016A PROJECT**

May 12, 2025

Myrtle Creek Improvement District  
c/o PFM Group Consulting, LLC  
3501 Quadrangle Blvd., Suite 270  
Orlando, Florida 32817

Re: Certification of Completion  
Myrtle Creek Improvement District  
Series 2016A Bonds – Series 2016A Project

This certificate is furnished in accordance with the *Master Trust Indenture* dated December 1, 2006 (the “**Master Indenture**”), between the Myrtle Creek Improvement District (the “**District**” or “**Issuer**”) and U.S. Bank, National Association (the “**Trustee**”) and is intended to evidence the completion of the Series 2016A Project, as both terms are defined in the Master Indenture, as supplemented by that certain *Second Supplemental Trust Indenture* dated September 1, 2016 (together with the Master Indenture, the “**Indenture**”), and as further described in that certain *Engineer's Report for Capital Improvements for Infrastructure for the Myrtle Creek Improvement District* dated October 10, 2005, as revised and supplemented and specifically as supplement by that certain the *Supplemental Engineer's Report for Capital Improvements for the Myrtle Creek Improvement District* dated August 15, 2010, and undertaken by the District. All capitalized terms used herein shall have the meaning ascribed to them in the Indenture.

- I. To the best of my knowledge, information, and belief, the Series 2016A Project, inclusive of the Remaining Improvements identified in Resolution 2016-10 adopted by District on September 13, 2016, has been completed in substantial compliance with the specifications therefore and all labor, services, materials, and supplies used in the Series 2016A Project have been paid.
- II. To the best of my knowledge, information, and belief, all plans, permits and specification necessary for the operation and maintenance of the improvements made pursuant to the Series 2016A Project are complete and on file with the District Engineer or have been transferred to the appropriate governmental entity having charge of such operation and maintenance.

This Certificate is given without prejudice to any rights against third parties which exist as of the date of this Certificate or which may subsequently come into being.

DONALD W. MCINTOSH ASSOCIATES, INC.

By: Jeffrey J. Newton, PE, District Engineer

STATE OF FLORIDA

COUNTY OF Orange

The foregoing instrument was acknowledged before me by means of ☒ physical presence or ☐ online notarization, this 19 day of May 2025, by Jeffrey J. Newton, P.E., as District Engineer for the Myrtle Creek Improvement District.



[notary seal]

Ina Michelle Boswell  
(Official Notary Signature)  
Name: Ina Michelle Boswell  
Personally Known ☒  
OR Produced Identification \_\_\_\_\_  
Type of Identification \_\_\_\_\_

EXHIBIT B  
Final Assessment Lien Roll

# **MYRTLE CREEK IMPROVEMENT DISTRICT**

**Resolution 2025-03,  
Approving a Preliminary Budget for Fiscal Year  
2026 and Setting a Public Hearing Date**

**RESOLUTION 2025-03**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE MYRTLE CREEK IMPROVEMENT DISTRICT APPROVING PROPOSED BUDGET(S) FOR FY 2026; SETTING A PUBLIC HEARING THEREON AND DIRECTING PUBLICATION; ADDRESSING TRANSMITTAL AND POSTING REQUIREMENTS; ADDRESSING SEVERABILITY AND EFFECTIVE DATE.**

**WHEREAS**, for the fiscal year beginning October 1, 2025, and ending September 30, 2026 (“**FY 2026**”), the District Manager prepared and submitted to the Board of Supervisors (“**Board**”) of the Myrtle Creek Improvement District (“**District**”) prior to June 15, 2025, the proposed budget(s) attached hereto as **Exhibit A** (“**Proposed Budget**”); and

**WHEREAS**, the Board now desires to set the required public hearing on the Proposed Budget.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE MYRTLE CREEK IMPROVEMENT DISTRICT:**

1. **PROPOSED BUDGET APPROVED.** The Proposed Budget attached hereto as **Exhibit A** is hereby approved preliminarily.

2. **SETTING A PUBLIC HEARING; DIRECTING PUBLICATION.** A public hearing on said approved Proposed Budget is hereby declared and set for the following date, time, and location, and District staff is directed to provide notice of the same in accordance with Florida law:

DATE: August 19, 2025  
TIME: 5:00 p.m.  
LOCATION: Tavistock Development Company  
6900 Tavistock Lakes Blvd., Suite 200  
Orlando, Florida 32827

3. **TRANSMITTAL TO LOCAL GENERAL PURPOSE GOVERNMENTS; POSTING OF PROPOSED BUDGET.** The District Manager is hereby directed to (i) submit a copy of the Proposed Budget to the applicable local general-purpose government(s) at least 60 days prior to its adoption, and (ii) post the approved Proposed Budget on the District’s website in accordance with Chapter 189, *Florida Statutes*.

4. **SEVERABILITY; EFFECTIVE DATE.** The invalidity or unenforceability of any one or more provisions of this Resolution shall not affect the validity or enforceability of the remaining portions of this Resolution, or any part thereof. This Resolution shall take effect immediately upon adoption.

**PASSED AND ADOPTED THIS 20TH DAY OF MAY 2025.**

ATTEST:

**MYRTLE CREEK IMPROVEMENT DISTRICT**

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Secretary / Assistant Secretary

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Chair/Vice Chair, Board of Supervisors

**Exhibit A**  
Proposed Budget



# Myrtle Creek Improvement District

## April 2025 Budget Package

April 30, 2025

**PFM Group Consulting LLC**  
3501 Quadrangle Boulevard  
Suite 270  
Orlando, FL 32817-8329  
(407) 723-5900





**Myrtle Creek Improvement District**  
**FY 2026 Proposed O&M Budget**

	<b>Actual Through 4/30/2025</b>	<b>Anticipated 5/2025 - 9/2025</b>	<b>Anticipated Total FY 2025</b>	<b>FY 2025 Adopted Budget</b>	<b>FY 2026 Proposed Budget</b>
<b><u>Revenues</u></b>					
On-Roll Assessments	\$ 827,103.72	\$ 100,448.08	\$ 927,551.80	\$ 858,801.80	\$ 858,801.80
Wellspring Assessments	-	-	-	68,750.00	68,750.00
Carryforward Revenue	54,570.82	38,979.16	93,549.98	93,549.98	96,820.02
<b>Net Revenues</b>	<b>\$ 881,674.54</b>	<b>\$ 139,427.24</b>	<b>\$ 1,021,101.78</b>	<b>\$ 1,021,101.78</b>	<b>\$ 1,024,371.83</b>
<b><u>General &amp; Administrative Expenses</u></b>					
<b><u>Legislative</u></b>					
Supervisor Fees	\$ 5,400.00	\$ 5,000.00	\$ 10,400.00	\$ 12,000.00	\$ 12,000.00
<b><u>Financial &amp; Administrative</u></b>					
Public Officials' Liability Insurance	4,210.00	-	4,210.00	4,655.20	4,841.50
Trustee Services	5,822.81	-	5,822.81	7,000.00	7,000.00
Management	23,374.98	23,375.02	46,750.00	46,750.00	46,750.00
Engineering	20,125.16	10,625.16	30,750.32	19,500.00	10,000.00
Disclosure	-	1,800.00	1,800.00	1,800.00	1,500.00
Property Appraiser	-	2,500.00	2,500.00	2,500.00	3,500.00
District Counsel	6,898.35	18,101.65	25,000.00	25,000.00	25,000.00
Assessment Administration	7,500.00	-	7,500.00	7,500.00	7,500.00
Reamortization Schedules	-	250.00	250.00	250.00	250.00
Audit	-	3,765.00	3,765.00	3,765.00	4,000.00
Arbitrage Calculation	-	900.00	900.00	900.00	900.00
Tax Preparation	-	-	-	-	42.00
Travel and Per Diem	105.38	194.62	300.00	300.00	300.00
Telephone	-	25.00	25.00	25.00	25.00
Postage & Shipping	29.26	970.74	1,000.00	1,000.00	500.00
Copies	-	2,000.00	2,000.00	2,000.00	2,000.00
Legal Advertising	2,999.13	3,500.87	6,500.00	6,500.00	6,500.00
Bank Fees	-	360.00	360.00	360.00	48.00
Miscellaneous	145.75	9,234.25	9,380.00	9,380.00	5,000.00
Meeting Room	-	250.00	250.00	250.00	250.00
Office Supplies	-	100.00	100.00	100.00	100.00
Web Site Maintenance	1,545.00	1,275.00	2,820.00	3,000.00	2,940.00
Holiday Decorations	1,000.00	-	1,000.00	1,250.00	1,250.00
Dues, Licenses, and Fees	175.00	-	175.00	175.00	175.00
<b>Total General &amp; Administrative Expenses</b>	<b>\$ 79,330.82</b>	<b>\$ 84,227.31</b>	<b>\$ 163,558.13</b>	<b>\$ 155,960.20</b>	<b>\$ 142,371.50</b>



Myrtle Creek Improvement District  
FY 2026 Proposed O&M Budget

	Actual Through 4/30/2025	Anticipated 5/2025 - 9/2025	Anticipated Total FY 2025	FY 2025 Adopted Budget	FY 2026 Proposed Budget
<b>Field Operations</b>					
<b>Electric Utility Services</b>					
Electric	\$ 779.34	\$ 556.65	\$ 1,335.99	\$ 1,500.00	\$ 1,500.00
Entry Lighting	160.25	114.45	274.70	500.00	500.00
<b>Water-Sewer Combination Services</b>					
Water Reclaimed	13,077.50	9,341.05	22,418.55	32,500.00	38,000.00
<b>Stormwater Control</b>					
Aquatic Contract	2,275.00	1,625.00	3,900.00	3,900.00	3,900.00
<b>Other Physical Environment</b>					
General Liability Insurance	4,821.00	-	4,821.00	5,331.40	5,544.15
Property & Casualty Insurance	-	-	-	1,700.00	1,700.00
Other Insurance	-	-	-	100.00	1,500.00
Irrigation Repairs	11,637.86	8,312.75	19,950.61	45,000.00	45,000.00
Landscaping Maintenance & Material					
District Landscaping	91,789.67	65,564.05	157,353.72	263,577.12	275,000.00
Gateway Road Landscaping	276.43	197.45	473.88	473.88	473.88
Tree Trimming	40,000.00	-	40,000.00	40,000.00	42,000.00
Flower & Plant Replacement	5,069.78	3,621.25	8,691.03	50,000.00	50,000.00
Contingency	306.11	218.65	524.76	75,915.18	75,915.18
Pest Control	2,510.00	-	2,510.00	2,810.00	1,300.00
Hurricane Cleanup	2,275.00	20,833.35	23,108.35	50,000.00	50,000.00
<b>Interchange Maintenance Expenses</b>					
IME - Aquatics Maintenance	1,841.21	1,315.15	3,156.36	3,339.00	3,339.00
IME - Irrigation Repairs	2,048.14	1,462.95	3,511.09	3,150.00	3,150.00
IME - Landscaping	52,942.26	37,815.90	90,758.16	94,500.00	92,333.12
IME - Lighting	344.29	245.90	590.19	1,260.00	1,260.00
IME - Miscellaneous	96.08	68.65	164.73	6,300.00	6,300.00
IME - Water Reclaimed	345.88	247.05	592.93	1,575.00	1,575.00
IME - Landscape Improvements	2,649.31	1,892.35	4,541.66	12,600.00	12,600.00
<b>New Operational Field Expenses</b>					
Trail Repair	-	15,000.00	15,000.00	15,000.00	15,000.00
<b>Road &amp; Street Facilities</b>					
Entry and Wall Maintenance	1,850.00	1,321.45	3,171.45	10,000.00	10,000.00
Streetlights	6,607.76	4,719.85	11,327.61	15,000.00	15,000.00
<b>Parks &amp; Recreation</b>					
Personnel Leasing Agreement - Administrator	9,333.38	6,666.62	16,000.00	16,000.00	16,000.00
Personnel Leasing Agreement - Irrigation Specialist	11,666.69	8,333.31	20,000.00	20,000.00	20,000.00
<b>Reserves</b>					
Infrastructure Capital Reserve	-	20,000.00	20,000.00	20,000.00	20,000.00
Interchange Maintenance Reserve	-	2,360.00	2,360.00	2,360.00	2,360.00
Lake/Pond Repair Reserve	-	5,000.00	5,000.00	5,000.00	5,000.00
<b>Total Field Operations Expenses</b>	<b>\$ 264,702.94</b>	<b>\$ 216,833.83</b>	<b>\$ 481,536.77</b>	<b>\$ 799,391.58</b>	<b>\$ 816,250.33</b>



**Myrtle Creek Improvement District**  
**FY 2026 Proposed O&M Budget**

	<b>Actual Through 4/30/2025</b>	<b>Anticipated 5/2025 - 9/2025</b>	<b>Anticipated Total FY 2025</b>	<b>FY 2025 Adopted Budget</b>	<b>FY 2026 Proposed Budget</b>
<b><u>Wellspring Blvd./Performance Drive Expenses</u></b>					
Irrigation Repairs	\$ 621.00	\$ 443.55	\$ 1,064.55	\$ 5,230.50	\$ 5,230.50
Landscaping	21,666.33	15,475.95	37,142.28	37,142.33	40,000.00
Flower & Plant Replacement	7,600.00	5,428.55	13,028.55	10,000.00	7,142.33
Lighting	289.48	206.75	496.23	9,377.17	7,877.17
Miscellaneous	-	1,458.35	1,458.35	3,500.00	3,500.00
Water Reclaimed	2,785.65	1,989.75	4,775.40	3,500.00	5,000.00
<b>Total Wellspring Blvd./Performance Drive Expenses</b>	<b>\$ 32,962.46</b>	<b>\$ 25,002.90</b>	<b>\$ 57,965.36</b>	<b>\$ 68,750.00</b>	<b>\$ 68,750.00</b>
 <b>Total Expenses</b>	 <b>\$ 376,996.22</b>	 <b>\$ 326,064.04</b>	 <b>\$ 703,060.26</b>	 <b>\$ 1,024,101.78</b>	 <b>\$ 1,027,371.83</b>
 <b>Income (Loss) from Operations</b>	 <b>\$ 504,678.32</b>	 <b>\$ (186,636.80)</b>	 <b>\$ 318,041.52</b>	 <b>\$ (3,000.00)</b>	 <b>\$ (3,000.00)</b>
 <b>Other Income (Expense)</b>					
Interest Income	\$ 1,650.18	\$ 1,178.70	\$ 2,828.88	\$ 3,000.00	\$ 3,000.00
<b>Total Other Income (Expense)</b>	<b>\$ 1,650.18</b>	<b>\$ 1,178.70</b>	<b>\$ 2,828.88</b>	<b>\$ 3,000.00</b>	<b>\$ 3,000.00</b>
 <b>Net Income (Loss)</b>	 <b><u>\$ 506,328.50</u></b>	 <b><u>\$ (185,458.10)</u></b>	 <b><u>\$ 320,870.40</u></b>	 <b><u>\$ -</u></b>	 <b><u>\$ -</u></b>



Myrtle Creek Improvement District  
FY 2026 Proposed Debt Service Budget  
Series 2016A Special Assessment Bonds

	FY 2026 Proposed Budget
REVENUES:	
Special Assessments Series 2016A	\$ 1,459,250.00
TOTAL REVENUES	<u>\$ 1,459,250.00</u>
EXPENDITURES:	
Series 2016A - Interest 11/01/2025	\$ 198,950.00
Series 2016A - Principal 05/01/2026	880,000.00
Series 2016A - Interest 05/01/2026	198,950.00
TOTAL EXPENDITURES	<u>\$ 1,277,900.00</u>
EXCESS REVENUES	<u>\$ 181,350.00</u>
Series 2016A - Interest 11/01/2026	\$ 181,350.00



# Myrtle Creek Improvement District Budget Item Descriptions FY 2025 – 2026

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## *Revenues*

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### **On-Roll Assessments**

The District can levy a Non-Ad Valorem assessment on all the assessable property within the District in order to pay for the operating expenditures during the Fiscal Year. Assessments collected via the tax collector are referred to as “On-Roll Assessments.”

### **Wellspring Assessments**

On-Roll Assessments collected from properties listed in the Wellspring portion of the District.

### **Carryforward Revenue**

Unused income from a prior year which is available as cash for the current year.

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## *General & Administrative Expenses*

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### *Legislative*

#### **Supervisor Fees**

Chapter 190 of the Florida Statutes allows for a member of the Board of Supervisors to be compensated for meeting attendance and to receive up to \$200.00 per meeting plus payroll taxes. The amount for the Fiscal Year is based upon all supervisors attending the meetings.

### *Financial & Administration*

#### **Public Officials’ Liability Insurance**

Supervisors’ and Officers’ liability insurance.

#### **Trustee Services**

The Trustee submits invoices annually for services rendered on bond series. These fees are for maintaining the district trust accounts.

#### **Management**

The District receives Management and Administrative services as part of a Management Agreement with PFM Group Consulting, LLC. These services are further outlined in Exhibit “A” of the Management Agreement.



## Myrtle Creek Improvement District Budget Item Descriptions FY 2025 – 2026

### **Engineering**

The District's engineer provides general engineering services to the District. Among these services are attendance at and preparation for monthly board meetings, review of invoices, and all other engineering services as requested by the district throughout the year.

### **Disclosure**

When bonds are issued for the District, the Bond Indenture requires continuing disclosure, which the District Manager provides to the trustee and bond holders.

### **Property Appraiser**

Cost incurred for a copy of the annual parcel listing for parcels within the District from the county.

### **District Counsel**

The District's legal counsel provides general legal services to the District. Among these services are attendance at and preparation for monthly board meetings, review of operating and maintenance contracts, and all other legal services as requested by the District throughout the year.

### **Assessment Administration**

The District can levy a Non-Ad Valorem assessment on all the assessable property within the District in order to pay for the operating expenditures during the Fiscal Year. It is typically collected via the Tax Collector. The District Manager submits an Assessment Roll to the Tax Collector annually by the deadline set by the Tax Collector or Property Appraiser.

### **Reamortization Schedules**

When debt is paid on a bond series, a new amortization schedule must be recalculated. This can occur up to four times per year per bond issue.

### **Audit**

Chapter 218 of the Florida Statutes requires a District to conduct an annual financial audit by an Independent Certified Public Accounting firm. Some exceptions apply.

### **Arbitrage Calculation**

Annual computations are necessary to calculate arbitrage rebate liability to ensure the District's compliance with all tax regulations.

### **Tax Preparation**

Annual fee to file Forms 1099 and 1096 with the Internal Revenue Service.

### **Travel and Per Diem**

Travel to and from meetings as related to the District.



## Myrtle Creek Improvement District Budget Item Descriptions FY 2025 – 2026

### **Telephone**

Telephone and fax machine services as related to the District.

### **Postage & Shipping**

Mail, overnight deliveries, correspondence, etc.

### **Copies**

Printing and binding Board agenda packages, letterhead, envelopes, and copies.

### **Legal Advertising**

The District will incur expenditures related to legal advertising. The items for which the District will advertise include, but are not limited to, monthly meetings, special meetings, and public hearings for the District.

### **Bank Fees**

Bank fees associated with the services the District uses with the bank (e.g. remote deposit capture, positive pay, wire transfers, ACH payments, monthly maintenance, etc.).

### **Miscellaneous**

Other general & administrative expenses incurred throughout the year.

### **Meeting Room**

Fee associated with renting a meeting room for monthly Board meetings.

### **Office Supplies**

General office supplies associated with the District.

### **Web Site Maintenance**

Website maintenance fee.

### **Holiday Decorations**

District decorations for the holidays.

### **Dues, Licenses & Fees**

The District is required to pay an annual fee to the Department of Economic Opportunity.



# Myrtle Creek Improvement District Budget Item Descriptions FY 2025 – 2026

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## *Field Operations Expenses*

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### *Electric Utility Services*

#### **Electric**

The District pays for electric meters used on District-owned roads.

#### **Entry Lighting**

Lighting charges for District entryways.

### *Water-Sewer Combination Services*

#### **Water Reclaimed**

Water used for irrigation

### *Stormwater Control*

#### **Aquatic Contract**

Contracted services for maintenance of aquatic areas within the District.

### *Other Physical Environment*

#### **General Liability Insurance**

General liability insurance.

#### **Property & Casualty Insurance**

Insurance to protect property and cover casualty.

#### **Other Insurance**

Insurance for crime, District board members, and volunteer works.

#### **Irrigation Repairs**

Inspection and repair of irrigation systems.

#### **District Landscaping Maintenance & Material**

Contracted landscaping within the boundaries of the District.





## Myrtle Creek Improvement District Budget Item Descriptions FY 2025 – 2026

### **Gateway Road Landscaping Maintenance & Material**

Contracted landscaping on Gateway Road.

### **Tree Trimming**

Trimming of trees on District property.

### **Flower & Plant Replacement**

Purchase of materials and labor to replace flowers and plants within the District.

### **Contingency**

Other Field Operations expenses incurred throughout the year.

### **Pest Control**

Pest control services.

### **Hurricane Cleanup**

Funds set aside to assist with any cleanup needed from a hurricane or funds needed to pay a hurricane-related insurance deductible.

### ***Interchange Maintenance Expenses***

#### **IME – Aquatics Maintenance**

Pond maintenance as it relates to the Interchange. The District is responsible for only a portion of the cost. Boggy Creek Improvement District, Greenway Improvement District, and Midtown Improvement District each chip in for the remainder.

#### **IME – Irrigation Repairs**

Irrigation repairs as they relate to the Interchange. The District is responsible for only a portion of the cost. Boggy Creek Improvement District, Greenway Improvement District, and Midtown Improvement District each chip in for the remainder.

#### **IME – Landscaping**

Landscaping services as they relate to the Interchange. The District is responsible for only a portion of the cost. Boggy Creek Improvement District, Greenway Improvement District, and Midtown Improvement District each chip in for the remainder.

#### **IME – Lighting**

Lighting services as they relate to the Interchange. The District is responsible for only a portion of the cost. Boggy Creek Improvement District, Greenway Improvement District, and Midtown Improvement District each chip in for the remainder.



## Myrtle Creek Improvement District Budget Item Descriptions FY 2025 – 2026

### **IME – Miscellaneous**

Other interchange expenses as they relate to the Interchange. The District is responsible for only a portion of the cost. Boggy Creek Improvement District, Greenway Improvement District, and Midtown Improvement District each chip in for the remainder.

### **IME – Water Reclaimed**

Water reclaimed services as they relate to the Interchange. The District is responsible for only a portion of the cost. Boggy Creek Improvement District, Greenway Improvement District, and Midtown Improvement District each chip in for the remainder.

### **IME – Landscape Improvements**

Landscape improvement services as they relate to the Interchange. The District is responsible for only a portion of the cost. Boggy Creek Improvement District, Greenway Improvement District, and Midtown Improvement District each chip in for the remainder.

### ***New Operational Field Expenses***

#### **Trail Repair**

Expenses related to repairing the trail within the District.

### ***Road & Street Facilities***

#### **Entry and Wall Maintenance**

Maintenance of entrance(s) and walls within the District.

#### **Streetlights**

Streetlighting expenses within the District.

### ***Parks & Recreation***

#### **Personnel Leasing Agreement – Administrator**

The lease of outside personnel for administrative duties per signed agreement.

#### **Personnel Leasing Agreement – Irrigation Specialist**

The lease of outside personnel for irrigation duties per signed agreement.

### ***Reserves***

#### **Infrastructure Capital Reserve**

Funds reserved for infrastructure capital repairs/maintenance/replacement. These funds are kept in a separate bank account.



# Myrtle Creek Improvement District Budget Item Descriptions FY 2025 – 2026

## **Interchange Maintenance Reserve**

Funds reserved for interchange maintenance/repairs. These funds are kept in a separate bank account.

## **Lake/Pond Repair Reserve**

Funds reserved for lake and pond repairs.

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## *Wellspring Blvd./Performance Drive Expenses*

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### **Irrigation Repairs**

Inspection and repair of irrigation systems within Wellspring Boulevard or Performance Drive.

### **Landscaping**

Landscaping services within Wellspring Boulevard or Performance Drive.

### **Flower & Plant Replacement**

Flower or plant replacement expenses within Wellspring Boulevard or Performance Drive.

### **Lighting**

Lighting expenses within Wellspring Boulevard or Performance Drive.

### **Miscellaneous**

Miscellaneous expenses within Wellspring Boulevard or Performance Drive.

### **Water Reclaimed**

Reclaimed water expenses within Wellspring Boulevard or Performance Drive.

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## *Other Income (Expense)*

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### **Interest Income**

Income from interest earnings.

# **MYRTLE CREEK IMPROVEMENT DISTRICT**

**Data Sharing and Usage Agreement  
with Orange County Property Appraiser's Office**

**DATA SHARING AND USAGE AGREEMENT WITH THE  
ORANGE COUNTY PROPERTY APPRAISER'S OFFICE**

- I. The purpose of this Data Sharing and Usage Agreement (Agreement) with the Orange County Property Appraiser (property appraiser) establishes the terms and conditions under which the [Myrtle Creek Improvement District] (CDD) may acquire and use data maintained by the property appraiser that is exempt from disclosure under the Public Records Act, Chapter 119, Florida Statutes (2025) (confidential or exempt taxpayer information).
- II. The CDD agrees and acknowledges that any confidential or exempt taxpayer information that is provided by the property appraiser will be used only to fulfill its official non-ad valorem administration duties and may not be used or disclosed for any other purpose.
- III. The CDD further agrees and acknowledges that any confidential or exempt taxpayer information that is provided by the property appraiser will be protected from use or disclosure by unauthorized persons.
- IV. The CDD further agrees and acknowledges that any employee or member of the CDD granted access to confidential or exempt taxpayer information provided by the property appraiser is subject to the terms and conditions of this Agreement.
- V. The CDD further agrees and acknowledges that the CDD shall ensure that any third party granted access to confidential or exempt taxpayer information provided by the property appraiser is subject to the terms and conditions of this Agreement.
- VI. The CDD agrees to comply with sections 282.3185 and 501.171, Florida Statutes (2024), and adhere to the standards set forth therein, to the extent they are applicable.
- VII. The term of this Agreement shall become effective immediately upon execution by both parties and shall remain in effect until December 31, 2025. This Agreement shall not automatically renew.

**Orange County Property Appraiser**

Signature: \_\_\_\_\_

Print: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**CDD Elected Chair: Kam Shenai**

Signature: \_\_\_\_\_

Print: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

# **MYRTLE CREEK IMPROVEMENT DISTRICT**

**Operations & Maintenance Expenditures Paid in  
April 2025 in an amount totaling \$48,370.73**

# MYRTLE CREEK IMPROVEMENT DISTRICT

DISTRICT OFFICE • 3501 QUADRANGLE BLVD STE 270 • ORLANDO, FL 32817  
PHONE: (407) 723-5900 • FAX: (407) 723-5901

## **Operation and Maintenance Expenditures For Board Approval**

Attached please find the check register listing Operations and Maintenance expenditures paid from April 1, 2025 through April 30, 2025. This does not include expenditures previously approved by the Board.

The total items being presented:      **\$48,370.73**

Approval of Expenditures:

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\_\_\_\_\_ Chairman

\_\_\_\_\_ Vice Chairman

\_\_\_\_\_ Assistant Secretary

**Myrtle Creek Improvement District**  
**AP Check Register (Current by Bank)**

heck Dates: 4/1/2025 to 4/30/2025

Check No.	Date	Status*	Vendor ID	Payee Name	Amount
<b>BANK ID: OM1471 - CITY NATIONAL BANK</b>					<b>001-101-0000-00-01</b>
649	04/02/25	P	PFMGC	PFM Group Consulting	\$143.87
650	04/10/25	P	CID	Boggy Creek Improv. District	\$47.65
651	04/14/25	P	AW	Aquatic Weed Control, Inc.	\$325.00
652	04/14/25	P	VGLOBA	VGlobalTech	\$435.00
653	04/17/25	P	TRUSTE	US Bank as Trustee for Myrtle	\$20,474.93
654	04/28/25	P	BERMAN	Berman Construction	\$10,600.01
655	04/28/25	P	BVLS	BrightView Landscape Services	\$20,435.65
656	04/28/25	P	DONMC	Donald W. McIntosh Associates	\$625.00
657	04/28/25	P	FA	Fire Ant Control	\$1,255.00
658	04/28/25	P	JLYNAU	John Peter Lynaugh	\$200.00
659	04/28/25	P	KSCHOL	Kyle Scholl	\$200.00
660	04/28/25	P	KSHENA	Kamalakar Shenai	\$200.00
661	04/28/25	P	KUTAK	Kutak Rock	\$1,094.00
662	04/28/25	P	LDASIL	Lionel R. Dasilva	\$200.00
663	04/28/25	P	LEED	arsha Leed	\$200.00
664	04/28/25	P	PFMGC	PFM Group Consulting	\$28.57
<b>BANK OM1471 REGISTER TOTAL:</b>					<b>\$56,464.68</b>
<b>BANK ID: OM-ACH - CITY NATIONAL BANK - ACH &amp; WIRES</b>					<b>001-101-0000-00-01</b>
70028	04/11 5		CID	Boggy Creek Improv. District	\$7,956.56
70029	04/23/25		OUC	Orlando Utilities Commission	\$4,472.07
<b>BANK OM-ACH REGISTER TOTAL:</b>					<b>\$12,428.63</b>
<b>GRAND TOTAL :</b>					<b>\$68,893.31</b>

35,942.10	Checks 4649, 4651-4652, 4654-4664
47.65	Check 4650 - Construction Legal Ad
20,474.93	Check 4653 - Debt Service
7,956.56	PA 671 - Mar. ICM due to Boggy Creek
4,472.07	PA 672 - OUC paid online
68,893.31	Total cash spent
48,370.73	O&M cash spent

\* Check Status Types: "P" - Printed ; "M" - Manual ; "V" - Void ( V id Date ); "A" - Application; "E" - EFT

\*\* Denotes broken check sequence.



Myrtle Creek Improvement District

April 2025 AP Remittance Report

BANK:	OM1471	CHECK:	4649	AMOUNT:	\$143.87	DATE:	04/02/25	VEND ID:	PFMGC
Date	Invoice Number	Invoice Description						Discount Taken	Amount Paid
03/24/25	135676	PA 670 - Jan. mileage, tolls						\$0.00	\$13.52
03/24/25	135676	PA 670 - Feb. mileage, tolls						\$0.00	\$13.53
03/24/25	135676	PA 670 - Mar. mileage, tolls						\$0.00	\$33.82
03/24/25	135676	PA 670 - Dec. storage facility						\$0.00	\$27.66
03/24/25	135676	PA 670 - Jan. storage facility						\$0.00	\$27.67
03/24/25	135676	PA 670 - Feb. storage facility						\$0.00	\$27.67
TOTALS:								\$0.00	\$143.87
BANK:	OM1471	CHECK:	4650	AMOUNT:	\$47.65	DATE:	04/10/25	VEND ID:	BCID
Date	Invoice Number	Invoice Description						Discount Taken	Amount Paid
02/28/25	OSC112456376	FR 157 - Reimb. constr. legal						\$0.00	\$47.65
TOTALS:								\$0.00	\$47.65
BANK:	OM-ACH	CHECK:	70028	AMOUNT:	\$7,956.56	DATE:	04/11/25	VEND ID:	BCID
Date	Invoice Number	Invoice Description						Discount Taken	Amount Paid
03/31/25	ICM2025-06	PA 671 - Mar. ICM aquatics mai						\$0.00	\$263.03
03/31/25	ICM2025-06	PA 671 - Mar. ICM landscape ma						\$0.00	\$7,563.18
03/31/25	ICM2025-06	PA 671 - Mar. ICM lighting						\$0.00	\$41.51
03/31/25	ICM2025-06	PA 671 - Mar. ICM water reclai						\$0.00	\$49.35
03/31/25	ICM2025-06	PA 671 - Mar. Gateway Rd lands						\$0.00	\$39.49
TOTALS:								\$0.00	\$7,956.56
BANK:	OM1471	CHECK:	4651	AMOUNT:	\$325.00	DATE:	04/14/25	VEND ID:	AWC
Date	Invoice Number	Invoice Description						Discount Taken	Amount Paid
04/01/25	108028	PA 671 - Apr. waterway service						\$0.00	\$325.00
TOTALS:								\$0.00	\$325.00
BANK:	OM1471	CHECK:	4652	AMOUNT:	\$435.00	DATE:	04/14/25	VEND ID:	VGLOBA
Date	Invoice Number	Invoice Description						Discount Taken	Amount Paid
03/31/25	7155	PA 671 - Jan. - Mar. ADA audit						\$0.00	\$300.00
04/01/25	7212	PA 671 - Apr. website maint.						\$0.00	\$135.00
TOTALS:								\$0.00	\$435.00
BANK:	OM1471	CHECK:	4653	AMOUNT:	\$20,474.93	DATE:	04/17/25	VEND ID:	TRUSTE
Date	Invoice Number	Invoice Description						Discount Taken	Amount Paid
04/16/25	2025.04.15	S2016 FY25 DS (239413000) Dist						\$0.00	\$20,474.93
TOTALS:								\$0.00	\$20,474.93
BANK:	OM-ACH	CHECK:	70029	AMOUNT:	\$4,472.07	DATE:	04/23/25	VEND ID:	OUC
Date	Invoice Number	Invoice Description						Discount Taken	Amount Paid
04/04/25	00001-040425	PA 672 - 03/03/2025 - 04/03/20						\$0.00	\$129.32
04/04/25	00001-040425	PA 672 - 03/03/2025 - 04/03/20						\$0.00	\$2,449.95
04/04/25	00001-040425	PA 672 - 03/03/2025 - 04/03/20						\$0.00	\$1,106.94
04/04/25	00001-040425	PA 672 - 03/03/2025 - 04/03/20						\$0.00	\$26.67
04/04/25	00001-040425	PA 672 - 03/03/2025 - 04/03/20						\$0.00	\$48.08
04/04/25	00001-040425	PA 672 - 03/03/2025 - 04/03/20						\$0.00	\$709.88
04/04/25	00001-040425	PA 672 - 03/03/2025 - 04/03/20						\$0.00	\$1.23
TOTALS:								\$0.00	\$4,472.07
BANK:	OM1471	CHECK:	4654	AMOUNT:	\$10,600.01	DATE:	04/28/25	VEND ID:	BERMAN
Date	Invoice Number	Invoice Description						Discount Taken	Amount Paid
03/31/25	52959	PA 672 - Wellspring dead grass						\$0.00	\$995.00
04/01/25	53030	PA 671 - Apr. administrator ag						\$0.00	\$1,333.34
04/01/25	53030	PA 671 - Apr. irrigation speci						\$0.00	\$1,666.67
04/11/25	53386	PA 673 - Wellspring Zoysia ins						\$0.00	\$6,605.00
TOTALS:								\$0.00	\$10,600.01

Myrtle Creek Improvement District

April 2025 AP Remittance Report

BANK:	OM1471	CHECK:	4655	AMOUNT:	\$20,435.65	DATE:	04/28/25	VEND ID:	BVLS
Date	Invoice Number	Invoice Description				Discount Taken		Amount Paid	
04/04/25	6223979	PA 672 - Mainline break in cen				\$0.00		\$568.40	
01/23/25	9216817	PA 672 - Plant replacement due				\$0.00		\$1,464.25	
01/27/25	9231242	PA 672 - Removal and root ball				\$0.00		\$2,195.00	
04/01/25	9293553	PA 671 - Apr. landscape maint.				\$0.00		\$12,922.81	
04/01/25	9293553	PA 671 - Apr. landscape maint.				\$0.00		\$190.00	
04/01/25	9293553	PA 671 - Apr. Wellspring lands				\$0.00		\$3,095.19	
TOTALS:						\$0.00		\$20,435.65	
BANK:	OM1471	CHECK:	4656	AMOUNT:	\$625.00	DATE:	04/28/25	VEND ID:	DONMC
Date	Invoice Number	Invoice Description				Discount Taken		Amount Paid	
04/18/25	47154	PA 673 - Eng. srvs. thru 03/28				\$0.00		\$250.00	
04/18/25	47155	PA 673 - Trail repair & rehabi				\$0.00		\$375.00	
TOTALS:						\$0.00		\$625.00	
BANK:	OM1471	CHECK:	4657	AMOUNT:	\$1,255.00	DATE:	04/28/25	VEND ID:	FAC
Date	Invoice Number	Invoice Description				Discount Taken		Amount Paid	
04/10/25	27646	PA 672 - Fire ant control				\$0.00		\$1,255.00	
TOTALS:						\$0.00		\$1,255.00	
BANK:	OM1471	CHECK:	4658	AMOUNT:	\$200.00	DATE:	04/28/25	VEND ID:	JLYNAU
Date	Invoice Number	Invoice Description				Discount Taken		Amount Paid	
04/15/25	2025.04.15	PA 673 - Supervisor fee 2025.0				\$0.00		\$200.00	
TOTALS:						\$0.00		\$200.00	
BANK:	OM1471	CHECK:	4659	AMOUNT:	\$200.00	DATE:	04/28/25	VEND ID:	KSCHOL
Date	Invoice Number	Invoice Description				Discount Taken		Amount Paid	
04/15/25	2025.04.15	PA 673 - Supervisor fee 2025.0				\$0.00		\$200.00	
TOTALS:						\$0.00		\$200.00	
BANK:	OM1471	CHECK:	4660	AMOUNT:	\$200.00	DATE:	04/28/25	VEND ID:	KSHENA
Date	Invoice Number	Invoice Description				Discount Taken		Amount Paid	
04/15/25	2025.04.15	PA 673 - Supervisor fee 2025.0				\$0.00		\$200.00	
TOTALS:						\$0.00		\$200.00	
BANK:	OM1471	CHECK:	4661	AMOUNT:	\$1,094.00	DATE:	04/28/25	VEND ID:	KUTAK
Date	Invoice Number	Invoice Description				Discount Taken		Amount Paid	
04/07/25	3550748	PA 672 - Gen. legal thru 02/28				\$0.00		\$1,094.00	
TOTALS:						\$0.00		\$1,094.00	
BANK:	OM1471	CHECK:	4662	AMOUNT:	\$200.00	DATE:	04/28/25	VEND ID:	LDASIL
Date	Invoice Number	Invoice Description				Discount Taken		Amount Paid	
04/15/25	2025.04.15	PA 673 - Supervisor fee 2025.0				\$0.00		\$200.00	
TOTALS:						\$0.00		\$200.00	
BANK:	OM1471	CHECK:	4663	AMOUNT:	\$200.00	DATE:	04/28/25	VEND ID:	MLEED
Date	Invoice Number	Invoice Description				Discount Taken		Amount Paid	
04/15/25	2025.04.15	PA 673 - Supervisor fee 2025.0				\$0.00		\$200.00	
TOTALS:						\$0.00		\$200.00	
BANK:	OM1471	CHECK:	4664	AMOUNT:	\$28.57	DATE:	04/28/25	VEND ID:	PFMGC
Date	Invoice Number	Invoice Description				Discount Taken		Amount Paid	
04/10/25	OE-EXP-04-2025-18	PA 673 - Mar. FedEx				\$0.00		\$28.57	
TOTALS:						\$0.00		\$28.57	

# **MYRTLE CREEK IMPROVEMENT DISTRICT**

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

## Proposal for Extra Work at Myrtle Creek Improvement Distr

Property Name	Myrtle Creek Improvement Distr	Contact	Doyle Batten
Property Address	7251 Lake Nona Blvd Orlando, FL 32827	To Billing Address	Myrtle Creek Improvement District 3501 Quadrangle Blvd Ste 270 Orlando, FL 32817
Project Name	Pedestal controller repair and install for Wellspring B		
Project Description	Pedestal controller repair and install for Wellspring B		

### Scope of Work

QTY	UoM/Size	Material/Description	Unit Price	Total
1.00	LUMP SUM	Wellspring B pedestal repair	\$6,324.93	\$6,324.93
6.00	HOURL	Irrigation Technician - Install and program	\$35.00	\$210.00

For internal use only

SO# 8646940  
JOB# 345200313  
Service Line 150

**Total Price** \$6,534.93

#### THIS IS NOT AN INVOICE

This proposal is valid for thirty (30) days unless otherwise approved by Contractor's Senior Vice President  
103 West 7th Street, Orlando, FL 32824 ph. (407) 290-6542 fax (407) 291-4966

## TERMS & CONDITIONS

1. The Contractor shall recognize and perform in accordance with written terms, written specifications and drawings only contained or referred to herein. All materials shall conform to bid specifications.
2. Work Force: Contractor shall designate a qualified representative with experience in landscape maintenance/construction upgrades or when applicable in tree management. The workforce shall be competent and qualified, and shall be legally authorized to work in the U.S.
3. License and Permits: Contractor shall maintain a Landscape Contractor's license, if required by State or local law, and will comply with all other license requirements of the City, State and Federal Governments, as well as all other requirements of law. Unless otherwise agreed upon by the parties or prohibited by law, Customer shall be required to obtain all necessary and required permits to allow the commencement of the Services on the property.
4. Taxes: Contractor agrees to pay all applicable taxes, including sales or General Excise Tax (GET), where applicable.
5. Insurance: Contractor agrees to provide General Liability Insurance, Automotive Liability Insurance, Worker's Compensation Insurance, and any other insurance required by law or Customer, as specified in writing prior to commencement of work. If not specified, Contractor will furnish insurance with \$1,000,000 limit of liability.
6. Liability: Contractor shall not be liable for any damage that occurs from Acts of God defined as extreme weather conditions, fire, earthquake, etc. and rules, regulations or restrictions imposed by any government or governmental agency, national or regional emergency, epidemic, pandemic, health related outbreak or other medical events not caused by one or other delays or failure of performance beyond the commercially reasonable control of either party. Under these circumstances, Contractor shall have the right to renegotiate the terms and prices of this Contract within sixty (60) days.
7. Any illegal trespass, claims and/or damages resulting from work requested that is not on property owned by Customer or not under Customer management and control shall be the sole responsibility of the Customer.
8. Subcontractors: Contractor reserves the right to hire qualified subcontractors to perform specialized functions or work requiring specialized equipment.
9. Additional Services: Any additional work not shown in the above specifications involving extra costs will be executed only upon signed written orders, and will become an extra charge over and above the estimate.
10. Access to Jobsite: Customer shall provide all utilities to perform the work. Customer shall furnish access to all parts of jobsite where Contractor is to perform work as required by the Contract or other functions related thereto, during normal business hours and other reasonable periods of time. Contractor will perform the work as reasonably practical after the Customer makes the site available for performance of the work.
11. Payment Terms: Upon signing this Agreement, Customer shall pay Contractor 50% of the Proposed Price and the remaining balance shall be paid by Customer to Contractor upon completion of the project unless otherwise, agreed to in writing.
12. Termination: This Work Order may be terminated by the either party with or without cause, upon seven (7) workdays advance written notice. Customer will be required to pay for all materials purchased and work complete to the date of termination and reasonable charges incurred in demobilizing.
13. Assignment: The Customer and the Contractor respectively, bind themselves, their partners, successors, assignees and legal representative to the other party with respect to all covenants of this Agreement. Neither the Customer nor the Contractor shall assign or transfer any interest in this Agreement without the written consent of the other provided, however, that consent shall not be required to assign this Agreement to any company which controls, is controlled by, or is under common control with Contractor or in connection with assignment to an affiliate or pursuant to a merger, sale of all or substantially all of its assets or equity securities, consolidation, change of control or corporate reorganization.
14. Disclaimer: This proposal was estimated and priced based upon a site visit and visual inspection from ground level using ordinary means, at or about the time this proposal was prepared. The price quoted in this proposal for the work described, is the result of that ground level visual inspection and therefore our company will not be liable for any additional costs or damages for additional work not described herein, or liable for any incidents/accidents resulting from conditions, that were not ascertainable by said ground level visual inspection by ordinary means at the time said inspection was performed. Contractor cannot be held responsible for unknown or otherwise hidden defects. Any corrective work proposed herein cannot guarantee exact results. Professional engineering, architectural, and/or landscape design services ("Design Services") are not included in this Agreement and shall not be provided by the Contractor. Any design defects in the Contract Documents are the sole responsibility of the Customer. If the Customer must engage a licensed engineer, architect and/or landscape design professional, any costs concerning these Design Services are to be paid by the Customer directly to the designer involved.

15. Cancellation: Notice of Cancellation of work must be received in writing before the crew is dispatched to their location or Customer will be liable for a minimum travel charge of \$150.00 and billed to Customer.

The following sections shall apply where Contractor provides Customer with tree care services:

16. Tree & Stump Removal: Trees removed will be cut as close to the ground as possible based on conditions to or next to the bottom of the tree trunk. Additional charges will be levied for unseen hazards such as, but not limited to concrete brick filled trunks, metal rods, etc. If requested mechanical grinding of visible tree stump will be done to a defined width and depth below ground level at an additional charge to the Customer. Defined backfill and landscape material may be specified. Customer shall be responsible for contacting the appropriate underground utility locator company to locate and mark underground utility lines prior to start of work. Contractor is not responsible damage done to underground utilities such as but not limited to, cables, wires, pipes, and irrigation parts. Contractor will repair damaged irrigation lines at the Customer's expense.
17. Waiver of Liability: Requests for crown thinning in excess of twenty-five percent (25%) or work not in accordance with ISA (International Society of Arboricultural) standards will require a signed waiver of liability.

### Acceptance of this Contract

By executing this document, Customer agrees to the formation of a binding contract and to the terms and conditions set forth herein. Customer represents that Contractor is authorized to perform the work stated on the face of this Contract. If payment has not been received by Contractor per payment terms hereunder, Contractor shall be entitled to all costs of collection, including reasonable attorneys' fees and it shall be relieved of any obligation to continue performance under this or any other Contract with Customer. Interest at a per annum rate of 1.5% per month (18% per year), or the highest rate permitted by law, may be charged on unpaid balance 15 days after billing.

NOTICE: FAILURE TO MAKE PAYMENT WHEN DUE FOR COMPLETED WORK ON CONSTRUCTION JOBS, MAY RESULT IN A MECHANIC'S LIEN ON THE TITLE TO YOUR PROPERTY

### Customer

<b>branch Manager</b>	
Signature	Title
<b>Doyle Batten</b>	<b>April 14, 2025</b>
Printed Name	Date

### BrightView Landscape Services, Inc. "Contractor"

<b>Account Manager</b>	
Signature	Title
<b>Charles Barker</b>	<b>April 14, 2025</b>
Printed Name	Date

<b>Job #:</b>	<b>345200313</b>		
<b>SO #:</b>	<b>8646940</b>	<b>Proposed Price:</b>	<b>\$6,534.93</b>

# **MYRTLE CREEK IMPROVEMENT DISTRICT**

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



# Myrtle Creek Improvement District

## April 2025 Financial Package

April 30, 2025

**PFM Group Consulting LLC**  
3501 Quadrangle Boulevard  
Suite 270  
Orlando, FL 32817-8329  
(407) 723-5900



**Myrtle Creek Improvement District**  
Statement of Financial Position  
As of 4/30/2025

	General Fund	Debt Service	Capital Projects Fund	General Long-Term Debt	Total
<b><u>Assets</u></b>					
<b><u>Current Assets</u></b>					
General Checking Account	\$ 1,736,525.07				\$ 1,736,525.07
Money Market Account	69,037.62				69,037.62
State Board of Administration	4,594.89				4,594.89
Pond Reserve	15,000.00				15,000.00
General Reserve	283,879.02				283,879.02
Assessments Receivable	98,956.10				98,956.10
Deposits	4,300.00				4,300.00
Assessments Receivable		\$ 134,183.31			134,183.31
Debt Service Reserve		335,830.19			335,830.19
Revenue		1,229,433.66			1,229,433.66
Prepayment		2,181.26			2,181.26
Acquisition/Construction			\$ 38,555.35		38,555.35
Total Current Assets	\$ 2,212,292.70	\$ 1,701,628.42	\$ 38,555.35	\$ -	\$ 3,952,476.47
<b><u>Investments</u></b>					
Amount Available in Debt Service Funds				\$ 1,567,445.11	\$ 1,567,445.11
Amount To Be Provided				11,942,554.89	11,942,554.89
Total Investments	\$ -	\$ -	\$ -	\$ 13,510,000.00	\$ 13,510,000.00
<b>Total Assets</b>	<b>\$ 2,212,292.70</b>	<b>\$ 1,701,628.42</b>	<b>\$ 38,555.35</b>	<b>\$ 13,510,000.00</b>	<b>\$ 17,462,476.47</b>





**Myrtle Creek Improvement District**  
Statement of Financial Position  
As of 4/30/2025

	General Fund	Debt Service	Capital Projects Fund	General Long-Term Debt	Total
<b><u>Liabilities and Net Assets</u></b>					
<b><u>Current Liabilities</u></b>					
Accounts Payable	\$ 1,509.94				\$ 1,509.94
Due To Other Governmental Units	8,567.19				8,567.19
Deferred Revenue	98,956.10				98,956.10
Deferred Revenue		\$ 134,183.31			134,183.31
Total Current Liabilities	<u>\$ 109,033.23</u>	<u>\$ 134,183.31</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 243,216.54</u>
<b><u>Long Term Liabilities</u></b>					
Revenue Bonds Payable - Long-Term				\$ 13,510,000.00	\$ 13,510,000.00
Total Long Term Liabilities	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 13,510,000.00</u>	<u>\$ 13,510,000.00</u>
<b>Total Liabilities</b>	<u>\$ 109,033.23</u>	<u>\$ 134,183.31</u>	<u>\$ -</u>	<u>\$ 13,510,000.00</u>	<u>\$ 13,753,216.54</u>
<b><u>Net Assets</u></b>					
Net Assets, Unrestricted	\$ 1,310,790.05				\$ 1,310,790.05
Net Assets - General Government	340,711.74				340,711.74
Current Year Net Assets - General Government	451,757.68				451,757.68
Net Assets, Unrestricted		\$ 645,440.15			645,440.15
Current Year Net Assets, Unrestricted		922,004.96			922,004.96
Net Assets, Unrestricted			\$ (417,951.06)		(417,951.06)
Net Assets, Unrestricted			455,717.36		455,717.36
Current Year Net Assets, Unrestricted			789.05		789.05
<b>Total Net Assets</b>	<u>\$ 2,103,259.47</u>	<u>\$ 1,567,445.11</u>	<u>\$ 38,555.35</u>	<u>\$ -</u>	<u>\$ 3,709,259.93</u>
<b>Total Liabilities and Net Assets</b>	<u>\$ 2,212,292.70</u>	<u>\$ 1,701,628.42</u>	<u>\$ 38,555.35</u>	<u>\$ 13,510,000.00</u>	<u>\$ 17,462,476.47</u>



**Myrtle Creek Improvement District**  
Statement of Activities  
As of 4/30/2025

	General Fund	Debt Service	Capital Projects Fund	General Long-Term Debt	Total
<b><u>Revenues</u></b>					
On-Roll Assessments	\$ 827,103.72				\$ 827,103.72
On-Roll Assessments		\$ 1,121,542.89			1,121,542.89
Developer Contributions			\$ 296.39		\$ 296.39
Total Revenues	<u>\$ 827,103.72</u>	<u>\$ 1,121,542.89</u>	<u>\$ 296.39</u>	<u>\$ -</u>	<u>\$ 1,948,943.00</u>
<b><u>Expenses</u></b>					
Supervisor Fees	\$ 5,400.00				\$ 5,400.00
Public Officials' Liability Insurance	4,210.00				4,210.00
Trustee Services	5,822.81				5,822.81
Management	23,374.98				23,374.98
Engineering	20,125.16				20,125.16
District Counsel	6,898.35				6,898.35
Assessment Administration	7,500.00				7,500.00
Travel and Per Diem	105.38				105.38
Postage & Shipping	29.26				29.26
Legal Advertising	2,999.13				2,999.13
Miscellaneous	145.75				145.75
Web Site Maintenance	1,545.00				1,545.00
Holiday Decorations	1,000.00				1,000.00
Dues, Licenses, and Fees	175.00				175.00
Electric	1,068.82				1,068.82
Entry Lighting	160.25				160.25
Water Reclaimed	15,863.15				15,863.15
Aquatic Contract	2,275.00				2,275.00
General Liability Insurance	4,821.00				4,821.00
Irrigation	12,258.86				12,258.86
Landscaping Maintenance & Material	113,732.43				113,732.43
Tree Trimming	40,000.00				40,000.00
Flower & Plant Replacement	12,669.78				12,669.78
Contingency	306.11				306.11
IME - Aquatics Maintenance	1,841.21				1,841.21
IME - Irrigation	2,048.14				2,048.14



**Myrtle Creek Improvement District**  
**Statement of Activities**  
**As of 4/30/2025**

	<b>General Fund</b>	<b>Debt Service</b>	<b>Capital Projects Fund</b>	<b>General Long-Term Debt</b>	<b>Total</b>
IME - Landscaping	\$ 52,942.26				\$ 52,942.26
IME - Lighting	344.29				344.29
IME - Miscellaneous	96.08				96.08
IME - Water Reclaimed	345.88				345.88
Pest Control	2,510.00				2,510.00
Entry and Wall Maintenance	1,850.00				1,850.00
Hurricane Cleanup	2,275.00				2,275.00
IME - Landscape Improvements	2,649.31				2,649.31
Streetlights	6,607.76				6,607.76
Personnel Leasing Agreement	21,000.07				21,000.07
Interest Payments		\$ 215,850.00			215,850.00
Legal Advertising			\$ 296.39		296.39
Total Expenses	<u>\$ 376,996.22</u>	<u>\$ 215,850.00</u>	<u>\$ 296.39</u>	<u>\$ -</u>	<u>\$ 593,142.61</u>
<b><u>Other Revenues (Expenses) &amp; Gains (Losses)</u></b>					
Interest Income	\$ 1,650.18				\$ 1,650.18
Dividends Income		\$ 16,312.07			16,312.07
Dividends Income			\$ 789.05		789.05
Total Other Revenues (Expenses) & Gains (Losses)	<u>\$ 1,650.18</u>	<u>\$ 16,312.07</u>	<u>\$ 789.05</u>	<u>\$ -</u>	<u>\$ 18,751.30</u>
<b>Change In Net Assets</b>	<b>\$ 451,757.68</b>	<b>\$ 922,004.96</b>	<b>\$ 789.05</b>	<b>\$ -</b>	<b>\$ 1,374,551.69</b>
<b>Net Assets At Beginning Of Year</b>	<u>\$ 1,651,501.79</u>	<u>\$ 645,440.15</u>	<u>\$ 37,766.30</u>	<u>\$ -</u>	<u>\$ 2,334,708.24</u>
<b>Net Assets At End Of Year</b>	<u><u>\$ 2,103,259.47</u></u>	<u><u>\$ 1,567,445.11</u></u>	<u><u>\$ 38,555.35</u></u>	<u><u>\$ -</u></u>	<u><u>\$ 3,709,259.93</u></u>



**Myrtle Creek Improvement District**  
Budget to Actual  
For the Month Ending 4/30/2025

	YTD Actual	YTD Budget	YTD Variance	FY 2025 Adopted Budget	Percentage Spent
<b><u>Revenues</u></b>					
On-Roll Assessments	\$ 827,103.72	\$ 541,071.88	\$ 286,031.84	\$ 927,551.80	89.17%
Carryforward Revenue	54,570.82	54,570.82	-	93,549.98	58.33%
<b>Net Revenues</b>	<b>\$ 881,674.54</b>	<b>\$ 595,642.70</b>	<b>\$ 286,031.84</b>	<b>\$ 1,021,101.78</b>	<b>86.35%</b>
<b><u>General &amp; Administrative Expenses</u></b>					
<b>Legislative</b>					
Supervisor Fees	\$ 5,400.00	\$ 7,000.00	\$ (1,600.00)	\$ 12,000.00	45.00%
<b>Financial &amp; Administrative</b>					
Public Officials' Liability Insurance	4,210.00	2,715.53	1,494.47	4,655.20	90.44%
Trustee Services	5,822.81	4,083.33	1,739.48	7,000.00	83.18%
Management	23,374.98	27,270.83	(3,895.85)	46,750.00	50.00%
Engineering	20,125.16	11,375.00	8,750.16	19,500.00	103.21%
Disclosure	-	1,050.00	(1,050.00)	1,800.00	0.00%
Property Appraiser	-	1,458.33	(1,458.33)	2,500.00	0.00%
District Counsel	6,898.35	14,583.33	(7,684.98)	25,000.00	27.59%
Assessment Administration	7,500.00	4,375.00	3,125.00	7,500.00	100.00%
Reamortization Schedules	-	145.83	(145.83)	250.00	0.00%
Audit	-	2,196.25	(2,196.25)	3,765.00	0.00%
Arbitrage Calculation	-	525.00	(525.00)	900.00	0.00%
Travel and Per Diem	105.38	175.00	(69.62)	300.00	35.13%
Telephone	-	14.58	(14.58)	25.00	0.00%
Postage & Shipping	29.26	583.33	(554.07)	1,000.00	2.93%
Copies	-	1,166.67	(1,166.67)	2,000.00	0.00%
Legal Advertising	2,999.13	3,791.67	(792.54)	6,500.00	46.14%
Bank Fees	-	210.00	(210.00)	360.00	0.00%
Miscellaneous	145.75	5,471.67	(5,325.92)	9,380.00	1.55%
Meeting Room	-	145.83	(145.83)	250.00	0.00%
Office Supplies	-	58.32	(58.32)	100.00	0.00%
Web Site Maintenance	1,545.00	1,750.00	(205.00)	3,000.00	51.50%
Holiday Decorations	1,000.00	729.17	270.83	1,250.00	80.00%
Dues, Licenses, and Fees	175.00	102.08	72.92	175.00	100.00%
<b>Total General &amp; Administrative Expenses</b>	<b>\$ 79,330.82</b>	<b>\$ 90,976.75</b>	<b>\$ (11,645.93)</b>	<b>\$ 155,960.20</b>	<b>50.87%</b>



**Myrtle Creek Improvement District**  
Budget to Actual  
For the Month Ending 4/30/2025

	YTD Actual	YTD Budget	YTD Variance	FY 2025 Adopted Budget	Percentage Spent
<b>Field Operations</b>					
<b>Electric Utility Services</b>					
Electric	\$ 779.34	\$ 875.00	\$ (95.66)	\$ 1,500.00	51.96%
Entry Lighting	160.25	291.67	(131.42)	500.00	32.05%
<b>Water-Sewer Combination Services</b>					
Water Reclaimed	13,077.50	18,958.33	(5,880.83)	32,500.00	40.24%
<b>Stormwater Control</b>					
Aquatic Contract	2,275.00	2,275.00	-	3,900.00	58.33%
<b>Other Physical Environment</b>					
General Liability Insurance	4,821.00	3,109.98	1,711.02	5,331.40	90.43%
Property & Casualty Insurance	-	991.67	(991.67)	1,700.00	0.00%
Auto Insurance	-	58.33	(58.33)	100.00	0.00%
Irrigation Repairs	11,637.86	26,250.00	(14,612.14)	45,000.00	25.86%
Landscaping Maintenance & Material					
District Landscaping	91,789.67	153,753.32	(61,963.65)	263,577.12	34.82%
Gateway Road Landscaping	276.43	276.43	-	473.88	58.33%
Tree Trimming	40,000.00	23,333.33	16,666.67	40,000.00	100.00%
Flower & Plant Replacement	5,069.78	29,166.67	(24,096.89)	50,000.00	10.14%
Contingency	306.11	44,283.86	(43,977.75)	75,915.18	0.40%
Pest Control	2,510.00	1,639.17	870.83	2,810.00	89.32%
Hurricane Cleanup	2,275.00	29,166.67	(26,891.67)	50,000.00	4.55%
<b>Interchange Maintenance Expenses</b>					
IME - Aquatics Maintenance	1,841.21	1,947.75	(106.54)	3,339.00	55.14%
IME - Irrigation Repairs	2,048.14	1,837.50	210.64	3,150.00	65.02%
IME - Landscaping	52,942.26	55,125.00	(2,182.74)	94,500.00	56.02%
IME - Lighting	344.29	735.00	(390.71)	1,260.00	27.32%
IME - Miscellaneous	96.08	3,675.00	(3,578.92)	6,300.00	1.53%
IME - Water Reclaimed	345.88	918.75	(572.87)	1,575.00	21.96%
IME - Landscape Improvements	2,649.31	7,350.00	(4,700.69)	12,600.00	21.03%
<b>New Operational Field Expenses</b>					
Trail Repair	-	8,750.00	(8,750.00)	15,000.00	0.00%
<b>Road &amp; Street Facilities</b>					
Entry and Wall Maintenance	1,850.00	5,833.33	(3,983.33)	10,000.00	18.50%
Streetlights	6,607.76	8,750.00	(2,142.24)	15,000.00	44.05%
<b>Parks &amp; Recreation</b>					
Personnel Leasing Agreement - Administrator	9,333.38	9,333.33	0.05	16,000.00	58.33%
Personnel Leasing Agreement - Irrigation Specialist	11,666.69	11,666.67	0.02	20,000.00	58.33%
<b>Reserves</b>					
Infrastructure Capital Reserve	-	11,666.67	(11,666.67)	20,000.00	0.00%
Interchange Maintenance Reserve	-	1,376.67	(1,376.67)	2,360.00	0.00%
Lake/Pond Repair Reserve	-	2,916.67	(2,916.67)	5,000.00	0.00%
<b>Total Field Operations Expenses</b>	<b>\$ 264,702.94</b>	<b>\$ 466,311.77</b>	<b>\$ (201,608.83)</b>	<b>\$ 799,391.58</b>	<b>33.11%</b>



**Myrtle Creek Improvement District**  
Budget to Actual  
For the Month Ending 4/30/2025

	YTD Actual	YTD Budget	YTD Variance	FY 2025 Adopted Budget	Percentage Spent
<b><u>Wellspring Blvd./Performance Drive Expense</u></b>					
Irrigation Repairs	\$ 621.00	\$ 3,051.13	\$ (2,430.13)	\$ 5,230.50	11.87%
Landscaping	21,666.33	21,666.36	(0.03)	37,142.33	58.33%
Flower & Plant Replacement	7,600.00	5,833.33	1,766.67	10,000.00	76.00%
Lighting	289.48	5,470.02	(5,180.54)	9,377.17	3.09%
Miscellaneous	-	2,041.67	(2,041.67)	3,500.00	0.00%
Water Reclaimed	2,785.65	2,041.67	743.98	3,500.00	79.59%
<b>Total Wellspring Blvd./Performance Drive Expenses</b>	<b>\$ 32,962.46</b>	<b>\$ 40,104.18</b>	<b>\$ (7,141.72)</b>	<b>\$ 68,750.00</b>	<b>47.95%</b>
<b>Total Expenses</b>	<b>\$ 376,996.22</b>	<b>\$ 597,392.70</b>	<b>\$ (220,396.48)</b>	<b>\$ 1,024,101.78</b>	<b>36.81%</b>
<b>Income (Loss) from Operations</b>	<b>\$ 504,678.32</b>	<b>\$ (1,750.00)</b>	<b>\$ 506,428.32</b>	<b>\$ (3,000.00)</b>	
<b>Other Income (Expense)</b>					
Interest Income	\$ 1,650.18	\$ 1,750.00	\$ (99.82)	\$ 3,000.00	55.01%
<b>Total Other Income (Expense)</b>	<b>\$ 1,650.18</b>	<b>\$ 1,750.00</b>	<b>\$ (99.82)</b>	<b>\$ 3,000.00</b>	<b>55.01%</b>
<b>Net Income (Loss)</b>	<b>\$ 506,328.50</b>	<b>\$ -</b>	<b>\$ 506,328.50</b>	<b>\$ -</b>	



**Myrtle Creek Improvement District**  
Budget to Actual  
For the Month Ending 4/30/2025

	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	YTD Actual
<b>Revenues</b>								
On-Roll Assessments	\$ -	\$ 69,965.75	\$ 249,914.25	\$ 78,062.58	\$ 265,697.15	\$ 148,364.36	\$ 15,099.63	\$ 827,103.72
Carryforward Revenue		7,795.83	7,795.84	7,795.83	7,795.83	7,795.83	7,795.83	54,570.82
<b>Net Revenues</b>	<b>\$ 7,795.83</b> 7,795.83	<b>\$ 77,761.58</b>	<b>\$ 257,710.09</b>	<b>\$ 85,858.41</b>	<b>\$ 273,492.98</b>	<b>\$ 156,160.19</b>	<b>\$ 22,895.46</b>	<b>\$ 881,674.54</b>
<b>General &amp; Administrative Expenses</b>								
<b>Legislative</b>								
Supervisor Fees	\$ 800.00	\$ 800.00	\$ -	\$ 1,000.00	\$ 800.00	\$ 1,000.00	\$ 1,000.00	\$ 5,400.00
<b>Financial &amp; Administrative</b>								
Public Officials' Liability Insurance	4,210.00	-	-	-	-	-	-	4,210.00
Trustee Services	-	5,822.81	-	-	-	-	-	5,822.81
Management	3,895.83	3,895.83	3,895.83	-	7,791.66	3,895.83	-	23,374.98
Engineering	-	4,075.25	2,658.71	7,625.00	3,125.85	2,015.35	625.00	20,125.16
Disclosure	-	-	-	-	-	-	-	-
Property Appraiser	-	-	-	-	-	-	-	-
District Counsel	-	-	2,204.35	1,944.00	-	1,656.00	1,094.00	6,898.35
Assessment Administration	7,500.00	-	-	-	-	-	-	7,500.00
Reamortization Schedules	-	-	-	-	-	-	-	-
Audit	-	-	-	-	-	-	-	-
Arbitrage Calculation	-	-	-	-	-	-	-	-
Travel and Per Diem	-	32.62	-	11.89	-	60.87	-	105.38
Telephone	-	-	-	-	-	-	-	-
Postage & Shipping	-	-	0.69	-	-	-	28.57	29.26
Copies	-	-	-	-	-	-	-	-
Legal Advertising	271.93	814.01	-	257.00	219.50	547.75	888.94	2,999.13
Bank Fees	-	-	-	-	-	-	-	-
Miscellaneous	-	28.92	1.24	28.90	1.24	84.22	1.23	145.75
Meeting Room	-	-	-	-	-	-	-	-
Office Supplies	-	-	-	-	-	-	-	-
Web Site Maintenance	135.00	135.00	-	570.00	135.00	135.00	435.00	1,545.00
Holiday Decorations	-	-	-	1,000.00	-	-	-	1,000.00
Dues, Licenses, and Fees	175.00	-	-	-	-	-	-	175.00
<b>Total General &amp; Administrative Expenses</b>	<b>\$ 16,987.76</b>	<b>\$ 15,604.44</b>	<b>\$ 8,760.82</b>	<b>\$ 12,436.79</b>	<b>\$ 12,073.25</b>	<b>\$ 9,395.02</b>	<b>\$ 4,072.74</b>	<b>\$ 79,330.82</b>



**Myrtle Creek Improvement District**  
Budget to Actual  
For the Month Ending 4/30/2025

	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	YTD Actual
<b>Field Operations</b>								
<b>Electric Utility Services</b>								
Electric	\$ -	\$ 130.35	\$ 130.23	\$ 130.13	\$ 130.68	\$ 128.63	\$ 129.32	\$ 779.34
Entry Lighting	-	26.67	26.79	26.79	26.90	26.43	26.67	160.25
<b>Water-Sewer Combination Services</b>								
Water Reclaimed	-	1,565.16	1,794.66	2,522.19	2,435.70	2,309.84	2,449.95	13,077.50
<b>Stormwater Control</b>								
Aquatic Contract	325.00	325.00	325.00	325.00	325.00	325.00	325.00	2,275.00
<b>Other Physical Environment</b>								
General Liability Insurance	4,821.00	-	-	-	-	-	-	4,821.00
Property & Casualty Insurance	-	-	-	-	-	-	-	-
Auto Insurance	-	-	-	-	-	-	-	-
Irrigation	-	-	8,428.12	-	-	2,641.34	568.40	11,637.86
Landscaping Maintenance & Material								
District Landscaping	13,112.81	13,112.81	13,112.81	13,112.81	13,112.81	13,112.81	13,112.81	91,789.67
Gateway Road Landscaping	39.49	39.49	39.49	39.49	39.49	39.49	39.49	276.43
Tree Trimming	-	-	-	-	40,000.00	-	-	40,000.00
Flower & Plant Replacement	-	-	-	-	538.65	871.88	3,659.25	5,069.78
Contingency	306.11	-	-	-	-	-	-	306.11
Pest Control	1,255.00	-	-	-	-	-	1,255.00	2,510.00
Hurricane Cleanup	2,275.00	-	-	-	-	-	-	2,275.00
<b>Interchange Maintenance Expenses</b>								
IME - Aquatics Maintenance	263.03	263.03	263.03	263.03	263.03	263.03	263.03	1,841.21
IME - Irrigation	-	84.26	305.87	509.99	626.54	-	521.48	2,048.14
IME - Landscaping	7,563.18	7,563.18	7,563.18	7,563.18	7,563.18	7,563.18	7,563.18	52,942.26
IME - Lighting	96.08	36.66	36.55	43.47	43.76	41.51	46.26	344.29
IME - Miscellaneous	-	-	-	-	-	-	96.08	96.08
IME - Water Reclaimed	-	47.09	74.13	70.95	66.69	49.35	37.67	345.88
IME - Landscape Improvements	-	-	-	561.49	2,087.82	-	-	2,649.31
<b>New Operational Field Expenses</b>								
Trail Repair	-	-	-	-	-	-	-	-
<b>Road &amp; Street Facilities</b>								
Entry and Wall Maintenance	-	-	-	1,850.00	-	-	-	1,850.00
Streetlights	-	1,090.00	1,090.00	1,106.94	1,106.94	1,106.94	1,106.94	6,607.76
<b>Parks &amp; Recreation</b>								
Personnel Leasing Agreement - Administrator	1,333.34	1,333.34	1,333.34	1,333.34	1,333.34	1,333.34	1,333.34	9,333.38
Personnel Leasing Agreement - Irrigation Specialist	1,666.67	1,666.67	1,666.67	1,666.67	1,666.67	1,666.67	1,666.67	11,666.69
<b>Contingency</b>								





**Myrtle Creek Improvement District**  
Budget to Actual  
For the Month Ending 4/30/2025

	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	YTD Actual
Infrastructure Capital Reserve	-	-	-	-	-	-	-	-
Interchange Maintenance Reserve	-	-	-	-	-	-	-	-
Lake/Pond Repair Reserve	-	-	-	-	-	-	-	-
<b>Total Field Operations Expenses</b>	<b>\$ 33,056.71</b>	<b>\$ 27,283.71</b>	<b>\$ 36,189.87</b>	<b>\$ 31,125.47</b>	<b>\$ 71,367.20</b>	<b>\$ 31,479.44</b>	<b>\$ 34,200.54</b>	<b>\$ 264,702.94</b>
<b><u>Wellspring Blvd./Performance Drive Expenses</u></b>								
Irrigation Repairs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 621.00	\$ 621.00
Landscaping	3,095.19	3,095.19	3,095.19	3,095.19	3,095.19	3,095.19	3,095.19	21,666.33
Flower & Plant Replacement	-	-	-	-	-	-	7,600.00	7,600.00
Lighting	-	48.52	48.30	48.18	48.42	47.98	48.08	289.48
Miscellaneous	-	-	-	-	-	-	-	-
Water Reclaimed	-	465.63	391.29	448.27	494.26	276.32	709.88	2,785.65
<b>Total Wellspring Blvd./Performance Drive Expenses</b>	<b>\$ 3,095.19</b>	<b>\$ 3,609.34</b>	<b>\$ 3,534.78</b>	<b>\$ 3,591.64</b>	<b>\$ 3,637.87</b>	<b>\$ 3,419.49</b>	<b>\$ 12,074.15</b>	<b>\$ 32,962.46</b>
<b>Total Expenses</b>	<b>\$ 53,139.66</b>	<b>\$ 46,497.49</b>	<b>\$ 48,485.47</b>	<b>\$ 47,153.90</b>	<b>\$ 87,078.32</b>	<b>\$ 44,293.95</b>	<b>\$ 50,347.43</b>	<b>\$ 376,996.22</b>
<b>Income (Loss) from Operations</b>	<b>\$ (45,343.83)</b>	<b>\$ 31,264.09</b>	<b>\$ 209,224.62</b>	<b>\$ 38,704.51</b>	<b>\$ 186,414.66</b>	<b>\$ 111,866.24</b>	<b>\$ (27,451.97)</b>	<b>\$ 504,678.32</b>
<b><u>Other Income (Expense)</u></b>								
Interest Income	\$ 63.82	\$ 59.66	\$ 1,265.21	\$ 65.24	\$ 60.98	\$ 69.00	\$ 66.27	\$ 1,650.18
<b>Total Other Income (Expense)</b>	<b>\$ 63.82</b>	<b>\$ 59.66</b>	<b>\$ 1,265.21</b>	<b>\$ 65.24</b>	<b>\$ 60.98</b>	<b>\$ 69.00</b>	<b>\$ 66.27</b>	<b>\$ 1,650.18</b>
<b>Net Income (Loss)</b>	<b>\$ (45,280.01)</b>	<b>\$ 31,323.75</b>	<b>\$ 210,489.83</b>	<b>\$ 38,769.75</b>	<b>\$ 186,475.64</b>	<b>\$ 111,935.24</b>	<b>\$ (27,385.70)</b>	<b>\$ 506,328.50</b>



# Myrtle Creek Improvement District Cash Flow

	Beg. Cash	FY24 Inflows	FY24 Outflows	FY25 Inflows	FY25 Outflows	End. Cash
9/1/2024	1,415,816.11	5,242.47	(118,296.77)	-	(9,633.00)	1,293,128.81
10/1/2024	1,293,128.81	47.65	(25,913.72)	16.21	(36,496.88)	1,230,782.07
11/1/2024	1,230,782.07	-	(89.40)	164,853.55	(116,931.50)	1,278,614.72
12/1/2024	1,278,614.72	-	(350.00)	590,166.26	(381,744.33)	1,486,686.65
1/1/2025	1,486,686.65	-	-	183,933.72	(170,998.58)	1,499,621.79
2/1/2025	1,499,621.79	-	-	626,046.46	(429,609.48)	1,696,058.77
3/1/2025	1,696,058.77	-	-	349,615.40	(275,899.84)	1,769,774.33
4/1/2025	1,769,774.33	-	-	35,644.05	(68,893.31)	1,736,525.07
5/1/2025	1,736,525.07	-	-	-	(14,297.96)	1,722,227.11 as of 05/14/2025
Totals		2,225,612.86	(1,838,514.61)	1,950,275.65	(1,504,504.88)	