

Myrtle Creek Improvement District

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

www.myrtlecreekid.org

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, November 19, 2024, 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. **Swearing in Newly Elected Board Members**
- 2. **Consideration of the Minutes of the October 15, 2024, Board of Supervisors' Meeting**
- 3. **Consideration of Resolution 2025-01, Election of Officers**

Business Matters

- 4. **Discussion of Increasing Frequency of Garbage Removal**
- 5. **Ratification of Operation and Maintenance Expenditures Paid in October 2024 in an amount totaling \$62,410.60**
- 6. **Recommendation of Work Authorization/Proposed Services (*if applicable*)**
- 7. **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

Oath of Office

**MYRTLE CREEK IMPROVEMENT DISTRICT
BOARD OF SUPERVISORS
OATH OF OFFICE**

I, _____, A CITIZEN OF THE STATE OF FLORIDA AND OF THE UNITED STATES OF AMERICA, AND BEING EMPLOYED BY OR AN OFFICER OF MYRTLE CREEK IMPROVEMENT DISTRICT AND A RECIPIENT OF PUBLIC FUNDS AS SUCH EMPLOYEE OR OFFICER, DO HEREBY SOLEMNLY SWEAR OR AFFIRM THAT I WILL SUPPORT THE CONSTITUTION OF THE UNITED STATES AND OF THE STATE OF FLORIDA.

Board Supervisor

ACKNOWLEDGMENT OF OATH BEING TAKEN

STATE OF FLORIDA
COUNTY OF _____

The foregoing oath was administered before me by means of ☐ physical presence or ☐ online notarization, this _____ day of _____, 2024, by _____, who is personally known to me or has produced _____ as identification, and is the person described in and who took the aforementioned oath as a Member of the Board of Supervisors of Myrtle Creek Improvement District and acknowledged to and before me that he/she took said oath for the purposes therein expressed.

(NOTARY SEAL)

Notary Public, State of Florida

Print Name: _____

Commission No.: _____ Expires: _____

MYRTLE CREEK IMPROVEMENT DISTRICT

**Minutes of the October 15, 2024,
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, October 15, 2024, at 5:00 p.m. at 6900 Tavistock Lakes Blvd., Suite 200, Orlando, FL 32827.

Present:

Bob Da Silva	Chairman	(via phone)
John Lynaugh	Assistant Secretary	
Kyle Scholl	Assistant Secretary	
Marsha Leed	Assistant Secretary	

Also attending:

Jennifer Walden	PFM	
Jasmin Barone	PFM	(via phone)
Jeffrey Newton	Donald W. McIntosh Associates	
Tucker Mackie	Kutak Rock	
Dan Young	Tavistock	
DJ Batten	Berman	

SECOND ORDER OF BUSINESS

Public Comment Period

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

THIRD ORDER OF BUSINESS

**Consideration of the Minutes of the
August 20, 2024, Board of
Supervisors' Meeting**

The Board reviewed the minutes of the August 20, 2024, Board of Supervisors' Meeting.

On motion by Mr. Da Silva, seconded by Mr. Lynaugh, with all in favor, the Board of Supervisors for the Myrtle Creek Improvement District approved the Minutes of the August 20, 2024, Board of Supervisors' Meeting.

FOURTH ORDER OF BUSINESS

**Consideration of Fiscal Year 2024
Audit Engagement Letter with Berger,
Toombs, Elam, Gaines & Frank**

Ms. Walden explained that this is the standard letter received from the Auditor. District staff has reviewed the letter, edits were made, and the Audit Engagement Letter is ready to be executed by the Board.

On motion by Ms. Leed, seconded by Mr. Scholl, with all in favor, the Board of Supervisors for the Myrtle Creek Improvement District approved the Fiscal Year 2024 Audit Engagement Letter with Berger, Toombs, Elam, Gaines & Frank.

FIFTH ORDER OF BUSINESS

Review and Acceptance of Arbitrage Rebate Report for the Series 2016A Bonds

Ms. Walden explained that the report states there was arbitrage liability of \$4,862.51 which was incurred from September of 2023 to September of 2024. However, the liability was offset by prior arbitrage credits accumulated in prior years and an annual computation credit. As of September 14, 2024, the vendor has stated there is no arbitrage due and no need to file with the IRS.

On motion by Mr. Scholl, seconded by Ms. Leed, with all in favor, the Board of Supervisors for the Myrtle Creek Improvement District accepted the Arbitrage Rebate Report for the Series 2016A Bonds.

SIXTH ORDER OF BUSINESS

Consideration of Tree Trimming Proposals with DWC

Ms. Walden explained that last year Mr. McDermott put together a plan for tree trimming, so these proposals are for the next year. The first one is for \$37,500.00 for North Lake Nona Boulevard (Narcoossee to Inagua), and the second one is for \$40,000.00 for North Lake Nona Boulevard (Inagua to Wellspring Drive). She noted Mr. McDermott broke the proposals down in sections so that the District wouldn't be hit with the full cost all at once.

The Board reviewed the proposals and discussion ensued regarding the number of bidders, timeline, MOT requirement and past experience with vendors and why DWC is being utilized.

Mr. Da Silva stated for future projects the District should be getting competitive pricing by seeking several bids.

Mr. Scholl asked once these proposals are approved how much would be left in the budget for that line item. Ms. Walden stated currently in the tree trimming line item there is \$40,000.00 plus the District has a contingency of \$75,000.00.

On motion by Mr. Scholl, seconded by Mr. Lynaugh, with all in favor, the Board of Supervisors for the Myrtle Creek Improvement District approved the Tree Trimming Proposals with DWC in the amount of \$77,500.00.

SEVENTH ORDER OF BUSINESS

Ratification of Egis Insurance Package for FY 2025

Ms. Walden stated coverage for Fiscal Year 2025 came in at \$9,031.00 and the budget was almost \$10,000.00 which means the District came in under budget for this item. She noted the Chair executed this item outside of a meeting so that the District did not lapse in coverage.

On motion by Ms. Leed, seconded by Mr. Scholl, with all in favor, the Board of Supervisors for the Myrtle Creek Improvement District ratified the Egis Insurance Package for FY 2025.

EIGHTH ORDER OF BUSINESS

Ratification of Operation and Maintenance Expenditures Paid in August 2024 in an amount totaling \$39,173.93

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

On motion by Ms. Leed, seconded by Mr. Scholl, with all in favor, the Board of Supervisors for the Myrtle Creek Improvement District ratified the Operation and Maintenance Expenditures paid in August 2024 in an amount totaling \$39,173.93.

NINTH ORDER OF BUSINESS

Ratification of Operation and Maintenance Expenditures Paid in September 2024 in an amount totaling \$84,626.83

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

On motion by Ms. Leed, seconded by Mr. Scholl, with all in favor, the Board of Supervisors for the Myrtle Creek Improvement District ratified the Operation and Maintenance Expenditures paid in September 2024 in an amount totaling \$84,626.83.

TENTH ORDER OF BUSINESS

Recommendation of Work Authorization/Proposed Services

Ms. Walden stated the first Work Authorization is from Berman for holiday decorations in the amount of \$1,000.00.

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 Work Authorization from Berman for holiday decorations in the amount of \$1,000.00.

Ms. Walden stated the next Work Authorization is from Berman in the amount of \$2,275.00 for storm clean up.

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 Work Authorization from Berman for storm clean up in the amount of \$2,275.00.

ELEVENTH ORDER OF BUSINESS

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

Ms. Walden stated the financials are updated through the end of September. The District has expenses of just over \$544,000.00 versus a little over \$1,000,000.00 budget. This equates to roughly 54% of the budget being spent so far.

TWELFTH ORDER OF BUSINESS

Staff Reports

District Counsel – No report.

District Manager – Ms. Walden stated the next Board Meeting is scheduled for Tuesday, November 19, 2024. She noted at that meeting the Fiscal Year 2024 budget will need to be revised due to some line items going over the threshold.

Mr. Scholl asked for an update on the project for asphalt repair. Ms. Walden stated District staff is working to finalize everything that is needed and then the ad will be placed.

District Engineer – No report.

Construction Supervisor – No report.

Landscape Supervisor – Ms. Walden stated the fire ant treatment and the annual pressure washing was rescheduled due to the storm and the vendors will take care of the work in the upcoming weeks.

Irrigation Supervisor – No report.

THIRTEENTH ORDER OF BUSINESS

Supervisor Requests

Mr. Scholl asked is the power throughout the District coming from underground and how is the District protected from the storms. Mr. Young did confirm that the power is underground which assists in power not going out during a storm.

FOURTEENTH ORDER OF BUSINESS

Adjournment

On motion by Mr. Scholl, seconded by Mr. Lynaugh, with all in favor, the October 15, 2024, Meeting of the Board of Supervisors for the Myrtle Creek Improvement District was adjourned.

Secretary/Assistant Secretary

Chair/Vice Chair

MYRTLE CREEK IMPROVEMENT DISTRICT

**Resolution 2025-01,
Election of Officers**

RESOLUTION 2025-01

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE MYRTLE CREEK IMPROVEMENT DISTRICT ELECTING THE OFFICERS OF THE DISTRICT AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, the **MYRTLE CREEK IMPROVEMENT DISTRICT** (hereinafter the “District”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, Florida Statutes; and

WHEREAS, the Board of Supervisors of the District desires to elect the Officers of the District.

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

- Section 1. Bob Da Silva is elected Chair.
- Section 2. Kam Shenai is elected Vice Chair.
- Section 4. Jennifer Walden is elected Secretary.
- Section 5. Lynne Mullins is elected Assistant Secretary.
- John Lynaugh is elected Assistant Secretary.
- Kyle Scholl is elected Assistant Secretary.
- Marsha Leed is elected Assistant Secretary.
- Section 5. Jennifer Glasgow is elected Treasurer.
- Section 6. Amanda Lane is elected Assistant Treasurer.
- Amy Champagne is elected Assistant Treasurer.
- Rick Montejano is elected Assistant Treasurer.
- Verona Griffith is elected Assistant Treasurer.
- Section 7. All Resolutions or parts of Resolutions in conflict herewith are hereby repealed to the extent of such conflict.
- Section 8. This Resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED THIS 19th DAY of November 2024.

ATTEST:

**MYRTLE CREEK
IMPROVEMENT DISTRICT**

Secretary/Assistant Secretary

Chair/Vice-Chair

MYRTLE CREEK IMPROVEMENT DISTRICT

Discussion of Increasing Frequency of Garbage Removal

MYRTLE CREEK IMPROVEMENT DISTRICT

**Operation and Maintenance Expenditures
Paid in October 2024 in an amount totaling \$62,410.60**

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 October 1, 2024 through October 31, 2024. This does not include expenditures previously approved by the Board.

The total items being presented: **\$62,410.60**

Approval of Expenditures:

_____ Chairman

_____ Vice Chairman

_____ Assistant Secretary

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

heck Dates: 10/1/2024 to 10/31/2024

Check No.	Date	Status*	Vendor ID	Payee Name	Amount
BANK ID: OM1471 - CITY NATIONAL BANK					001-101-0000-00-01
549	10/03/24	P	DONMC	Donald W. McIntosh Associates	\$645.41
550	10/03/24	P	ORLSEN	Orlando Sentinel	\$219.50
551	10/03/24	P	PFMGC	PFM Group Consulting	\$3,896.56
552	10/09/24	P	AW	Aquatic Weed Control, Inc.	\$325.00
553	10/09/24	P	KUTAK	Kutak Rock	\$2,465.34
554	10/09/24	P	VGLOBA	VGlobalTech	\$435.00
555	10/21/24	P	ARC	Arbitrage Rebate Counselors	\$350.00
556	10/21/24	P	PFMGC	PFM Group Consulting	\$11,395.83
557	10/23/24	P	BERMAN	Berman Construction	\$3,306.12
558	10/23/24	P	BVLS	BrightView Landscape Services	\$21,973.80
559	10/23/24	P	DONMC	Donald W. McIntosh Associates	\$62.50
560	10/23/24	P	JLYNAU	John Peter Lynaugh	\$200.00
561	10/23/24	P	KSCHOL	Kyle Scholl	\$200.00
562	10/23/24	P	KUTAK	Kutak Rock	\$313.50
563	10/23/24	P	LDASIL	Lionel R. Dasilva	\$200.00
564	10/23/24	P	LEED	arsha Leed	\$200.00
565	10/31/24	P	BCID	Boggy Creek Improv. District	\$47.65
566	10/31/24	P	BERMAN	Berman Construction	\$2,275.00
567	10/31/24	P	FA	Fire Ant Control	\$1,255.00
568	10/31/24	P	ORLSEN	Orlando Sentinel	\$271.93
BANK OM1471 REGISTER TOTAL:					\$50,038.14
BANK ID: OM-ACH - CITY NATIONAL BANK - ACH & WIRES					001-101-0000-00-01
70013	10/21/24		BCID	Boggy Creek Improv. District	\$7,905.36
70014	10/17/24		OUC	Orlando Utilities Commission	\$4,292.10
70015	10/21/24		FLOCOM	FloridaCommerce	\$175.00
BANK OM-ACH REGISTER TOTAL:					\$12,372.46
GRAND TOTAL :					\$62,410.60

50,038.14	Checks 4549-4568
4,292.10	PA 648 - OUC paid online
175.00	PA 648 - FloridaCommerce paid online
7,905.36	PA 652 - Aug. ICM due to Boggy Creek
62,410.60	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

Payment Authorization #645

9/20/2024

Item No.	Payee	Invoice Number	General Fund
1	PFM Group Consulting	OE-EXP-09-2024-16	\$ 0.69
2	VGlobalTech	6522	\$ 135.00
TOTAL			\$ 135.69

MYRTLE CREEK IMPROVEMENT DISTRICT

Payment Authorization #646

9/27/2024

Item No.	Payee	Invoice Number	General Fund
1	Donald W McIntosh Associates	46258	\$ 645.41
2	Orlando Sentinel	96496376000	\$ 219.50
3	PFM Group Consulting	DM-09-2024-34	\$ 3,895.87
TOTAL			\$ 4,760.78

MYRTLE CREEK IMPROVEMENT DISTRICT

Payment Authorization #647

10/4/2024

Item No.	Payee	Invoice Number	General Fund	Fiscal Year
1	Aquatic Weed Control	101464	\$ 325.00	FY 2025
2	Arbitrage Rebate Counselors	--	\$ 350.00	FY 2024
3	Berman Construction	48426	\$ 3,000.01	FY 2025
4	Boggy Creek Improvement District	ICM2024-12	\$ 7,905.36	FY 2024
5	BrightView Landscape Services	9077581	\$ 16,208.00	FY 2025
	BrightView Landscape Services	9090435	\$ 5,154.20	FY 2024
	BrightView Landscape Services	9094379	\$ 611.60	FY 2024
6	Kutak Rock	3454244	\$ 2,465.34	FY 2024
7	VGlobalTech	6570	\$ 300.00	FY 2024
	VGlobalTech	6648	\$ 135.00	FY 2025
TOTAL			\$ 36,454.51	
			\$ 16,786.50	FY 2024
			\$ 19,668.01	FY 2025

MYRTLE CREEK IMPROVEMENT DISTRICT

Payment Authorization #648

10/11/2024

Item No.	Payee	Invoice Number	General Fund	Fiscal Year
1	FloridaCommerce	90617	\$ 175.00	FY 2025
2	OUC	Acct: 4782400001	\$ 4,292.10	FY 2024
3	PFM Group Consulting	132947	\$ 7,500.00	FY 2025
	PFM Group Consulting	DM-10-2024-36	\$ 3,895.83	FY 2025
TOTAL			\$ 15,862.93	
			\$ 4,292.10	FY 2024
			\$ 11,570.83	FY 2025

MYRTLE CREEK IMPROVEMENT DISTRICT

Bill To:
Lake Nona Land Company
6900 Tavistock Lakes Blvd, Suite #200
Orlando, FL 32827

Funding Request #152
10/11/2024

Item No.	Payee	Invoice Number	General Fund
1	Boggy Creek Improvement District Reimbursement for Legal Advertising (Ad: 7672597) on Req 462	OSC101183211	\$ 47.65
TOTAL			\$ 47.65

MYRTLE CREEK IMPROVEMENT DISTRICT

Payment Authorization #649

10/18/2024

Item No.	Payee	Invoice Number	General Fund	Fiscal Year
1	Berman Construction	48575	\$ 306.11	FY 2025
2	Donald W McIntosh Associates	46382	\$ 62.50	FY 2024
3	Fire Ant Control	25447	\$ 1,255.00	FY 2025
4	Kutak Rock	3466769	\$ 313.50	FY 2024
5	Supervisor Fee - Marsha Leed	--	\$ 200.00	FY 2025
	Supervisor Fee - John Lynaugh	--	\$ 200.00	FY 2025
	Supervisor Fee - Kyle Scholl	--	\$ 200.00	FY 2025
	Supervisor Fee - Bob da Silva	--	\$ 200.00	FY 2025
TOTAL			\$ 2,737.11	
			\$ 376.00	FY 2024
			\$ 2,361.11	FY 2025

MYRTLE CREEK IMPROVEMENT DISTRICT

Payment Authorization #650

10/25/2024

Item No.	Payee	Invoice Number	General Fund	Fiscal Year
1	Berman Construction	48754	\$ 2,275.00	FY 2025
2	Orlando Sentinel	101957495000	\$ 271.93	FY 2025
TOTAL			\$ 2,546.93	
			\$ -	FY 2024
			\$ 2,546.93	FY 2025

MYRTLE CREEK IMPROVEMENT DISTRICT

Work Authorization/Proposed Services
(if applicable)

WORK AUTHORIZATION FOR MAINTENANCE SERVICES

This Work Authorization (the “**Work Authorization**”), dated 11/10/24, 2024, authorizes certain work in accordance with that certain *AGREEMENT BETWEEN THE MYRTLE CREEK IMPROVEMENT DISTRICT AND BERMAN CONSTRUCTION, LLC FOR GENERAL MAINTENANCE SERVICES* (the “**Agreement**”), dated August 17, 2020, by and between:

Myrtle Creek Improvement District, a local unit of special-purpose government established pursuant to Chapter 190, *Florida Statutes*, being situated in the City of Orlando, Florida, and whose mailing address is 3501 Quadrangle Boulevard, Suite 270, Orlando, Florida 32817 (the “**District**”); and

Berman Construction, LLC, a Florida limited liability company, with a mailing address of 9801 Lake Nona Club Drive, Orlando, Florida 32827 (hereinafter “**Contractor**”, together with District the “**Parties**”).

Section 1. Scope of Services. Contractor shall provide sealing monument maintenance services, as set forth in the attached **Exhibit A**, which is incorporated herein by reference, all in accordance with the terms of the Agreement (collectively, the “**Services**”).

Section 2. Compensation and Term. It is understood and agreed that the payment of compensation for the Services under this Work Authorization shall be in the amount and for the term set forth in the attached **Exhibit A**, and in the manner set forth in the Agreement.

Section 3. Acceptance. Acceptance of this Work Authorization will authorize the Contractor to complete the Services as outlined above and is indicated by the signature of the authorized representative of the District and the Contractor in the spaces provided below. Contractor shall commence the aforesaid Services as provided herein and shall perform the same in accordance with the terms and conditions of the Agreement, which, except to the extent expressly altered or changed in this Work Authorization, remain in full force and effect.

IN WITNESS WHEREOF, the Parties hereto have caused this Work Authorization to be executed the day and year first above written.

MYRTLE CREEK IMPROVEMENT DISTRICT

Secretary

By: _____
Its: _____

BERMAN CONSTRUCTION, LLC

Katie Harmer

Witness

By: Katie Harmer, VP
Its: _____

Exhibit A: Proposal/Scope of Services

Proposal: CDD MCID Sealant Monument

Proposal Date: 11/08/2024

Project Name: CDD MCID Sealant Monument

Client Contact: PFM

Work Order #: 72896

Project Scope

Objective:

To apply a protective sealant to monument surfaces (stone, metal, masonry) to preserve them from environmental factors while maintaining their integrity.

Key Steps:

- **Material Selection & Tools:**
 - Use breathable, UV-resistant, and weatherproof sealants (e.g., silane, siloxane, or silicate-based).
 - Tools include brushes, rollers, sprayers, and soft cleaning materials.
- **Surface Preparation:**
 - Inspect and clean the monument, removing dirt, biological growth, and old coatings.
 - Repair any damage or deterioration before applying sealant.
 - Ensure the surface is completely dry before application.
- **Sealant Application:**
 - Apply the sealant evenly using appropriate methods (brush, roller, sprayer).
 - Multiple coats may be required, depending on the material and product.
 - Ensure careful application around detailed features.
- **Post-Application:**
 - Inspect the work after the sealant has dried (24–48 hours) for uniform coverage and touch up any missed areas.
 - Clean up tools and remove protective coverings.
- **Safety & Compliance:**
 - Ensure workers use proper safety gear and follow regulations, especially for handling chemicals and working at heights.

Payment Terms

Total: \$ 1,300

Labor and materials are included.

Proposal: CDD MCID Sealant Monuments

Additional Notes

Please contact our office upon receipt and approval of this contract, and any questions you might have. Should you accept the terms outlined above please sign below and return.

We can then schedule your services at that time. This proposal will become binding once executed by both parties.

Thank You

We appreciate your business and look forward to our continued partnership. Please don't hesitate to reach out with any questions.

Approvals

Property Manager
By: PFM

Berman
By: Katie Harmer

About Berman

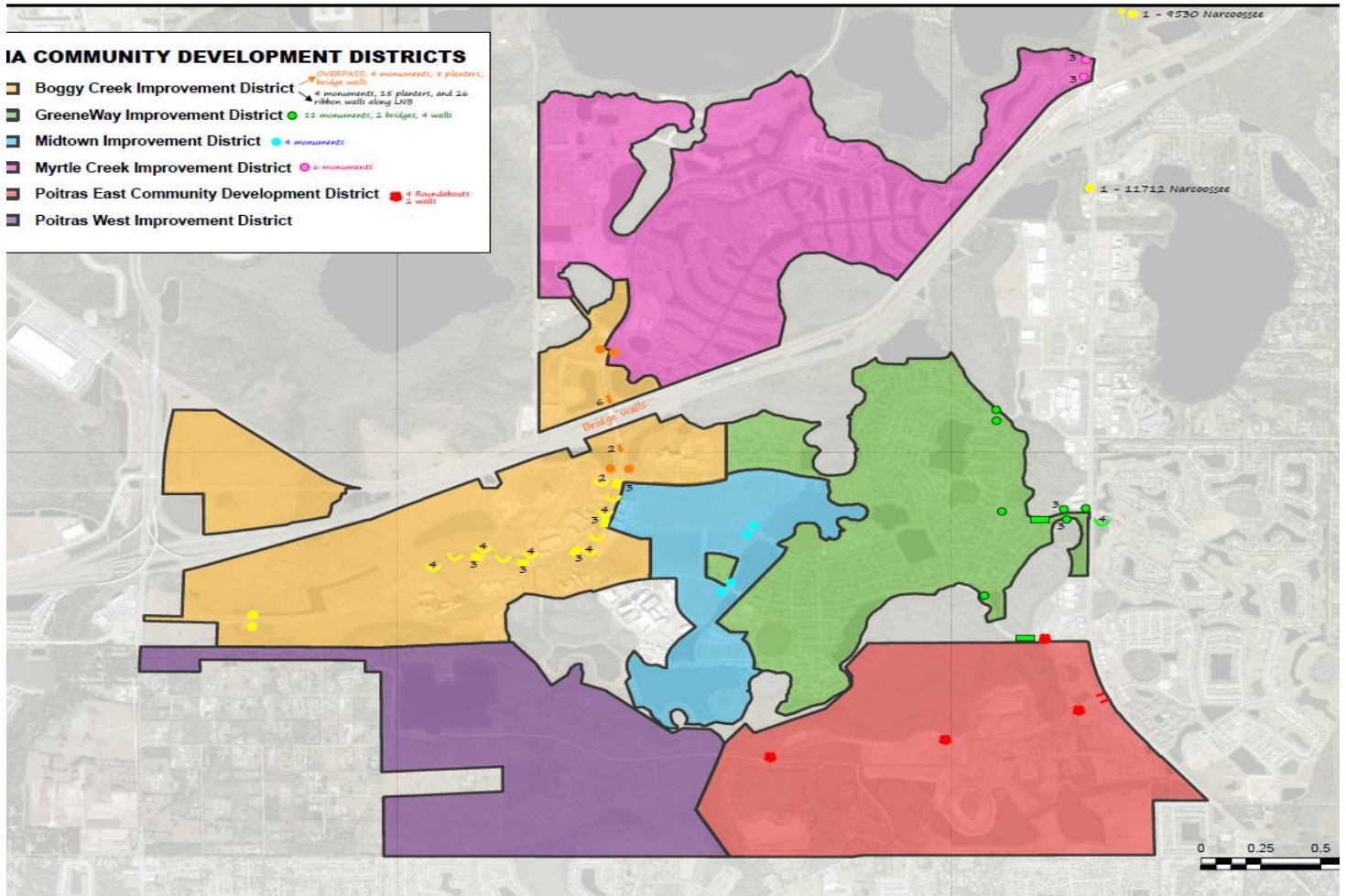
Berman is a national full-service property management, security and facility services company based in Lake Nona, Florida. Our team is highly skilled in providing dependable, professional and cost-effective solutions across facility, janitorial, on-demand repairs, maintenance staffing, security and all other ancillary facility services to help you run your facility as smoothly as possible.

We pride ourselves on being a single point for all facility and property needs. Quality and integrity are at the heart of what we do.

We are a tech-forward team, serving our clients with swift and diligent work, to ensure our client properties are well taken care of. We embrace problems quickly and tackle solutions intelligently in a unique, customized manner for each clients' needs.

Our Services

- ✓ **Property & Facility Management**
- ✓ **Property Maintenance**
- ✓ **24/7 Emergency Repairs**
- ✓ **General Construction**
- ✓ **Janitorial Services**
- ✓ **Security**
- ✓ **Pressure Washing**
- ✓ **Landscaping**
- ✓ **Disaster Response**



MYRTLE CREEK IMPROVEMENT DISTRICT

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



Myrtle Creek Improvement District

October 2024 Financial Package

October 31, 2024

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 10/31/2024

	General Fund	Debt Service	Capital Projects Fund	General Long- Term Debt	Total
<u>Assets</u>					
<u>Current Assets</u>					
General Checking Account	\$1,230,782.07				\$1,230,782.07
Money Market Account	69,005.10				69,005.10
State Board of Administration	4,491.18				4,491.18
Pond Reserve	15,000.00				15,000.00
General Reserve	283,745.33				283,745.33
Assessments Receivable	926,059.82				926,059.82
Deposits	4,300.00				4,300.00
Assessments Receivable		\$1,255,726.20			1,255,726.20
Debt Service Reserve		328,967.02			328,967.02
Revenue		314,291.87			314,291.87
Prepayment		2,181.26			2,181.26
Acquisition/Construction			\$37,766.30		37,766.30
Total Current Assets	<u>\$2,533,383.50</u>	<u>\$1,901,166.35</u>	<u>\$37,766.30</u>	<u>\$0.00</u>	<u>\$4,472,316.15</u>
<u>Investments</u>					
Amount Available in Debt Service Funds				\$645,440.15	\$645,440.15
Amount To Be Provided				12,864,559.85	12,864,559.85
Total Investments	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$13,510,000.00</u>	<u>\$13,510,000.00</u>
Total Assets	<u><u>\$2,533,383.50</u></u>	<u><u>\$1,901,166.35</u></u>	<u><u>\$37,766.30</u></u>	<u><u>\$13,510,000.00</u></u>	<u><u>\$17,982,316.15</u></u>



Myrtle Creek Improvement District
Statement of Financial Position
As of 10/31/2024

	General Fund	Debt Service	Capital Projects Fund	General Long- Term Debt	Total
<u>Liabilities and Net Assets</u>					
<u>Current Liabilities</u>					
Accounts Payable	\$40.70				\$40.70
Due To Other Governmental Units	8,010.48				8,010.48
Deferred Revenue	926,059.82				926,059.82
Deferred Revenue		\$1,255,726.20			1,255,726.20
Total Current Liabilities	<u>\$934,111.00</u>	<u>\$1,255,726.20</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$2,189,837.20</u>
<u>Long Term Liabilities</u>					
Revenue Bonds Payable - Long-Term				\$13,510,000.00	\$13,510,000.00
Total Long Term Liabilities	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$13,510,000.00</u>	<u>\$13,510,000.00</u>
Total Liabilities	<u>\$934,111.00</u>	<u>\$1,255,726.20</u>	<u>\$0.00</u>	<u>\$13,510,000.00</u>	<u>\$15,699,837.20</u>
<u>Net Assets</u>					
Net Assets, Unrestricted	\$1,652,348.34				\$1,652,348.34
Current Year Net Assets - General Government	(53,075.84)				(53,075.84)
Net Assets, Unrestricted		\$645,440.15			645,440.15
Net Assets, Unrestricted			\$37,766.30		37,766.30
Total Net Assets	<u>\$1,599,272.50</u>	<u>\$645,440.15</u>	<u>\$37,766.30</u>	<u>\$0.00</u>	<u>\$2,282,478.95</u>
Total Liabilities and Net Assets	<u><u>\$2,533,383.50</u></u>	<u><u>\$1,901,166.35</u></u>	<u><u>\$37,766.30</u></u>	<u><u>\$13,510,000.00</u></u>	<u><u>\$17,982,316.15</u></u>



Myrtle Creek Improvement District
Statement of Activities
As of 10/31/2024

	General Fund	Debt Service	Capital Projects Fund	General Long-Term Debt	Total
<u>Revenues</u>					
Total Revenues	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<u>Expenses</u>					
Supervisor Fees	\$800.00				\$800.00
Public Officials' Liability Insurance	4,210.00				4,210.00
Management	3,895.83				3,895.83
Assessment Administration	7,500.00				7,500.00
Legal Advertising	271.93				271.93
Web Site Maintenance	135.00				135.00
Dues, Licenses, and Fees	175.00				175.00
Aquatic Contract	325.00				325.00
General Liability Insurance	4,821.00				4,821.00
Landscaping Maintenance & Material	16,247.49				16,247.49
Contingency	306.11				306.11
IME - Aquatics Maintenance	263.03				263.03
IME - Landscaping	7,563.18				7,563.18
IME - Lighting	96.08				96.08
Pest Control	1,255.00				1,255.00
Hurricane Cleanup	2,275.00				2,275.00
Personnel Leasing Agreement	3,000.01				3,000.01
Total Expenses	\$53,139.66	\$0.00	\$0.00	\$0.00	\$53,139.66
<u>Other Revenues (Expenses) & Gains (Losses)</u>					
Interest Income	\$63.82				\$63.82
Total Other Revenues (Expenses) & Gains (Losses)	\$63.82	\$0.00	\$0.00	\$0.00	\$63.82
Change In Net Assets	(\$53,075.84)	\$0.00	\$0.00	\$0.00	(\$53,075.84)
Net Assets At Beginning Of Year	\$1,652,348.34	\$645,440.15	\$37,766.30	\$0.00	\$2,335,554.79
Net Assets At End Of Year	\$1,599,272.50	\$645,440.15	\$37,766.30	\$0.00	\$2,282,478.95



Myrtle Creek Improvement District
Budget to Actual
For the Month Ending 10/31/2024

	YTD Actual	YTD Budget	YTD Variance	FY 2025 Adopted Budget	Percentage Spent
<u>Revenues</u>					
On-Roll Assessments	\$ -	\$ 77,295.98	\$ (77,295.98)	\$ 927,551.80	0.00%
Carryforward Revenue	7,795.83	7,795.83	-	93,549.98	8.33%
Net Revenues	\$ 7,795.83	\$ 85,091.81	\$ (77,295.98)	\$ 1,021,101.78	0.76%
<u>General & Administrative Expenses</u>					
Legislative					
Supervisor Fees	\$ 800.00	\$ 1,000.00	\$ (200.00)	\$ 12,000.00	6.67%
Financial & Administrative					
Public Officials' Liability Insurance	4,210.00	387.93	3,822.07	4,655.20	90.44%
Trustee Services	-	583.33	(583.33)	7,000.00	0.00%
Management	3,895.83	3,895.83	-	46,750.00	8.33%
Engineering	-	1,625.00	(1,625.00)	19,500.00	0.00%
Disclosure	-	150.00	(150.00)	1,800.00	0.00%
Property Appraiser	-	208.33	(208.33)	2,500.00	0.00%
District Counsel	-	2,083.33	(2,083.33)	25,000.00	0.00%
Assessment Administration	7,500.00	625.00	6,875.00	7,500.00	100.00%
Reamortization Schedules	-	20.83	(20.83)	250.00	0.00%
Audit	-	313.75	(313.75)	3,765.00	0.00%
Arbitrage Calculation	-	75.00	(75.00)	900.00	0.00%
Travel and Per Diem	-	25.00	(25.00)	300.00	0.00%
Telephone	-	2.08	(2.08)	25.00	0.00%
Postage & Shipping	-	83.33	(83.33)	1,000.00	0.00%
Copies	-	166.67	(166.67)	2,000.00	0.00%
Legal Advertising	271.93	541.67	(269.74)	6,500.00	4.18%
Bank Fees	-	30.00	(30.00)	360.00	0.00%
Miscellaneous	-	781.67	(781.67)	9,380.00	0.00%
Meeting Room	-	20.83	(20.83)	250.00	0.00%
Office Supplies	-	8.33	(8.33)	100.00	0.00%
Web Site Maintenance	135.00	250.00	(115.00)	3,000.00	4.50%
Holiday Decorations	-	104.17	(104.17)	1,250.00	0.00%
Dues, Licenses, and Fees	175.00	14.58	160.42	175.00	100.00%
Total General & Administrative Expenses	\$ 16,987.76	\$ 12,996.66	\$ 3,991.10	\$ 155,960.20	10.89%



Myrtle Creek Improvement District
Budget to Actual
For the Month Ending 10/31/2024

	YTD Actual	YTD Budget	YTD Variance	FY 2025 Adopted Budget	Percentage Spent
Field Operations					
Electric Utility Services					
Electric	\$ -	\$ 125.00	\$ (125.00)	\$ 1,500.00	0.00%
Entry Lighting	-	41.67	(41.67)	500.00	0.00%
Water-Sewer Combination Services					
Water Reclaimed	-	2,708.33	(2,708.33)	32,500.00	0.00%
Stormwater Control					
Aquatic Contract	325.00	325.00	-	3,900.00	8.33%
Lake/Pond Repair Reserve	-	416.67	(416.67)	5,000.00	0.00%
Other Physical Environment					
General Liability Insurance	4,821.00	444.28	4,376.72	5,331.40	90.43%
Property & Casualty Insurance	-	141.67	(141.67)	1,700.00	0.00%
Auto Insurance	-	8.33	(8.33)	100.00	0.00%
Irrigation Repairs	-	3,750.00	(3,750.00)	45,000.00	0.00%
Landscaping Maintenance & Material					
District Landscaping	13,112.81	21,964.76	(8,851.95)	263,577.12	4.97%
Gateway Road Landscaping	39.49	39.49	-	473.88	8.33%
Tree Trimming	-	3,333.33	(3,333.33)	40,000.00	0.00%
Flower & Plant Replacement	-	4,166.67	(4,166.67)	50,000.00	0.00%
Contingency	306.11	6,326.27	(6,020.16)	75,915.18	0.40%
Pest Control	1,255.00	234.17	1,020.83	2,810.00	44.66%
Hurricane Cleanup	2,275.00	4,166.67	(1,891.67)	50,000.00	4.55%
Interchange Maintenance Expenses					
IME - Aquatics Maintenance	263.03	278.25	(15.22)	3,339.00	7.88%
IME - Irrigation Repairs	-	262.50	(262.50)	3,150.00	0.00%
IME - Landscaping	7,563.18	7,875.00	(311.82)	94,500.00	8.00%
IME - Lighting	96.08	105.00	(8.92)	1,260.00	7.63%
IME - Miscellaneous	-	525.00	(525.00)	6,300.00	0.00%
IME - Water Reclaimed	-	131.25	(131.25)	1,575.00	0.00%
IME - Landscape Improvements	-	1,050.00	(1,050.00)	12,600.00	0.00%
New Operational Field Expenses					
Trail Repair	-	1,250.00	(1,250.00)	15,000.00	0.00%
Road & Street Facilities					
Entry and Wall Maintenance	-	833.33	(833.33)	10,000.00	0.00%
Streetlights	-	1,250.00	(1,250.00)	15,000.00	0.00%
Parks & Recreation					
Personnel Leasing Agreement	3,000.01	3,000.00	0.01	36,000.00	8.33%
Reserves					
Infrastructure Capital Reserve	-	1,666.67	(1,666.67)	20,000.00	0.00%
Interchange Maintenance Reserve	-	196.67	(196.67)	2,360.00	0.00%
Total Field Operations Expenses	\$ 33,056.71	\$ 66,615.98	\$ (33,559.27)	\$ 799,391.58	4.14%



Myrtle Creek Improvement District
Budget to Actual
For the Month Ending 10/31/2024

	YTD Actual	YTD Budget	YTD Variance	FY 2025 Adopted Budget	Percentage Spent
<u>Wellspring Blvd./Performance Drive Expense</u>					
Irrigation Repairs	\$ -	\$ 435.88	\$ (435.88)	\$ 5,230.50	0.00%
Landscaping	3,095.19	3,095.19	-	37,142.33	8.33%
Flower & Plant Replacement	-	833.33	(833.33)	10,000.00	0.00%
Lighting	-	781.43	(781.43)	9,377.17	0.00%
Miscellaneous	-	291.67	(291.67)	3,500.00	0.00%
Water Reclaimed	-	291.67	(291.67)	3,500.00	0.00%
Total Wellspring Blvd./Performance Drive Expenses	\$ 3,095.19	\$ 5,729.17	\$ (2,633.98)	\$ 68,750.00	4.50%
Total Expenses	\$ 53,139.66	\$ 85,341.81	\$ (32,202.15)	\$ 1,024,101.78	5.19%
Income (Loss) from Operations	\$ (45,343.83)	\$ (250.00)	\$ (45,093.83)	\$ (3,000.00)	
Other Income (Expense)					
Interest Income	\$ 63.82	\$ 250.00	\$ (186.18)	\$ 3,000.00	2.13%
Total Other Income (Expense)	\$ 63.82	\$ 250.00	\$ (186.18)	\$ 3,000.00	2.13%
Net Income (Loss)	\$ (45,280.01)	\$ -	\$ (45,280.01)	\$ -	



Myrtle Creek Improvement District Cash Flow

	Beg. Cash	FY24 Inflows	FY24 Outflows	FY25 Inflows	FY25 Outflows	End. Cash
			-		-	
9/1/2023	1,041,675.19	-	(8,684.00)	-	-	920,662.79
10/1/2023	920,662.79	12.03	(3,500.01)	-	-	890,305.50
11/1/2023	890,305.50	227,239.29	(29,996.32)	-	-	1,074,429.08
12/1/2023	1,074,429.08	605,083.42	(243,721.33)	-	-	1,435,791.17
1/1/2024	1,435,791.17	161,060.14	(450,743.46)	-	-	1,146,107.85
2/1/2024	1,146,107.85	589,227.20	(54,372.40)	-	-	1,680,962.65
3/1/2024	1,680,962.65	169,141.00	(465,684.28)	-	-	1,384,419.37
4/1/2024	1,384,419.37	46,949.71	(42,101.88)	-	-	1,389,267.20
5/1/2024	1,389,267.20	266,003.03	(64,482.48)	-	-	1,590,787.75
6/1/2024	1,590,787.75	53,989.91	(234,379.49)	-	-	1,410,398.17
7/1/2024	1,410,398.17	29,234.87	(57,025.14)	-	-	1,382,607.90
8/1/2024	1,382,607.90	72,382.14	(39,173.93)	-	-	1,415,816.11
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)	9,105.95	(23,972.11)	1,215,826.51 as of 11/13/2024
Totals		2,225,612.86	(1,838,164.61)	9,122.16	(70,101.99)	