

**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