

**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, November 19, 2024, at 5:00 p.m. at 6900 Tavistock Lakes Blvd., Suite 200, Orlando, FL 32827.

Present:

Bob Da Silva	Chairman	(via phone)
Kam Shenai	Vice Chairman	
John Lynaugh	Assistant Secretary	
Marsha Leed	Assistant Secretary	

Also attending:

Jennifer Walden	PFM	
Lynne Mullins	PFM	
Amanda Lane	PFM	(via phone)
Jeffrey Newton	Donald W. McIntosh Associates	
Tucker Mackie	Kutak Rock	(via phone)
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

Swearing in Newly Elected Board Members

Ms. Walden noted that Ms. Marsha Leed and Mr. Kam Shenai were both sworn in prior to the start of the meeting.

FOURTH ORDER OF BUSINESS

**Consideration of the Minutes of the
October 15, 2024, Board of
Supervisors' Meeting**

The Board reviewed the minutes of the October 15, 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 October 15, 2024, Board of Supervisors' Meeting.

FIFTH ORDER OF BUSINESS

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

Ms. Walden stated the current slate of officers are included in the agenda package. She noted the recommendation from District staff is to keep the same slate, but the Board is free to make any changes.

Mr. Da Silva asked if any of his fellow Board Members would like to step forward and be the Chairman. He noted he can keep the position if no one wants to be nominated.

The Board discussed the changes to the Board Member positions they would like to make.

On motion by Mr. Lynaugh, seconded by Mr. Shenai, with all in favor, the Board of Supervisors for the Myrtle Creek Improvement District approved Resolution 2025-01, Election of Officers with Mr. Kam Shenai as Chair, Mr. John Lynaugh as Vice Chair, Ms. Jennifer Walden as Secretary, Ms. Lynne Mullins, Mr. Bob Da Silva, Mr. Kyle Scholl, and Ms. Marsha Leed as Assistant Secretaries, Ms. Jennifer Glasgow as Treasurer, and Ms. Amanda Lane, Ms. Amy Champagne, Mr. Rick Montejano, and Ms. Verona Griffith as Assistant Treasurers.

SIXTH ORDER OF BUSINESS

Discussion of Increasing Frequency of Garbage Removal

Ms. Walden explained that BrightView currently removes garbage once a week from the trash receptacle over by the 7-Eleven gas station, and Berman has received quite a few complaints about the trash receptacle frequently overflowing. BrightView stated they are able to empty this trash receptacle on Mondays and Thursdays at no additional charge, moving from once a week to twice a week.

On motion by Mr. Shenai, seconded by Mr. Lynaugh, with all in favor, the Board of Supervisors for the Myrtle Creek Improvement District approved BrightView to empty the trash receptacles near the 7-Eleven gas station on Mondays and Thursdays at no additional charge, moving from once a week to twice a week.

SEVENTH ORDER OF BUSINESS

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

Ms. Walden stated these Operation and Maintenance Expenditures have 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 October 2024 in an amount totaling \$62,410.60.

EIGHTH ORDER OF BUSINESS

Recommendation of Work Authorization/Proposed Services

Ms. Walden stated the Work Authorization is from Berman for sealing the monuments in the amount of \$1,300.00. She noted the Board previously approved for the monuments to be pressure washed, but after discussion with some of the sister Districts, their Boards have decided to seal the monuments in hope of reducing the frequency of pressure washing.

On motion by Mr. Da Silva, seconded by Mr. Shenai, with all in favor, the Board of Supervisors for the Myrtle Creek Improvement District approved the Work Authorization from Berman for sealing of monuments in the amount of \$1,300.00.

NINTH ORDER OF BUSINESS

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

Ms. Walden stated the financials are for the first month of the Fiscal Year. The District has expenses of just roughly 5% of the adopted budget.

The Board reviewed the previous Fiscal Year budget and discussed some of the line items.

Mr. Newton gave a brief update on the process for the trail repair bidding.

TENTH ORDER OF BUSINESS

Staff Reports

District Counsel – No report.

District Manager – Ms. Walden stated the next Board Meeting is scheduled for Tuesday, December 17, 2024.

District Engineer – No report.

Construction Supervisor – No report.

Landscape Supervisor – Mr. Batten stated one of the Magnolia trees by the hospital has died. He noted this tree was put in by BrightView and they are going to replace the tree at their cost.

Mr. Batten stated there have been some hangers resulting from the hurricane that are still stuck in trees, so the Board will be presented a price to get those cut down at the next meeting.

He noted that the District and much of Laureate Park are connected to a Rainbird IQ System for the irrigation system, and the subscription has come due. For the Myrtle Creek Improvement District, there are ten controllers at \$165.00 per controller for the subscription, which equates to \$1,650.00 for the year.

Mr. Batten gave an overview of the Rainbird IQ System.

On motion by Mr. Shenai, seconded by Mr. Lynaugh, with all in favor, the Board of Supervisors for the Myrtle Creek Improvement District approved the Rainbird IQ System subscription in the amount of \$1,650.00 for the year.

Irrigation Supervisor – No report.

ELEVENTH ORDER OF BUSINESS

Supervisor Requests

There were no Supervisor Requests.

TWELFTH ORDER OF BUSINESS

Adjournment

On motion by Mr. Shenai, seconded by Mr. Lynaugh, with all in favor, the November 19, 2024, Meeting of the Board of Supervisors for the Myrtle Creek Improvement District was adjourned.


Secretary/Assistant Secretary


Chair/Vice Chair