

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, June 17, 2025, at 5:00 p.m. at 6900 Tavistock Lakes Blvd., Suite 200, Orlando, FL 32827.

Present:

Kam Shenai
Marsha Leed
Kyle Scholl

Chair
Assistant Secretary
Assistant Secretary

Also attending:

Jennifer Walden
Lynne Mullins
Jeffrey Newton
Bob Schanck
Tucker Mackie
DJ Batten
Katie Harmer
Will Stafford

PFM
PFM (via phone)
Donald W. McIntosh Associates
Donald W. McIntosh Associates
Kutak Rock (via phone)
Berman
Berman (via phone)
Tavistock

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
May 20, 2025, Board of Supervisors'
Meeting**

The Board reviewed the minutes of the May 20, 2025, Board of Supervisors' Meeting.

The Board posthumously honored and thanked John Lynaugh for his time of service.

On motion by Mr. Scholl, seconded by Ms. Leed, with all in favor, the Board of Supervisors for the Myrtle Creek Improvement District approved the Minutes of the May 20, 2025, Board of Supervisors' Meeting.

FOURTH ORDER OF BUSINESS

**Review and Acceptance of Fiscal Year
2024 Audit**

Ms. Walden stated this was a standard and clean audit and there were no deficiencies in internal controls that would be considered material weaknesses. It has been reviewed by the Chair and District Staff.

On motion by Mr. Scholl, seconded by Mr. Shenai, with all in favor, the Board of Supervisors for the Myrtle Creek Improvement District accepted the Fiscal Year 2024 Audit.

FIFTH ORDER OF BUSINESS

**Consideration of Fee Increase Letter
for Digital Assurance Certification
LLC**

Ms. Walden stated this is for service related to the Bonds and is for an increase of \$500.00. Their total fee for this fiscal year would be \$2,000.00.

On motion by Mr. Scholl, seconded by Ms. Leed, with all in favor, the Board of Supervisors for the Myrtle Creek Improvement District approved the Fee Increase Letter for Digital Assurance Certification, LLC.

SIXTH ORDER OF BUSINESS

**Ratification of Operation and
Maintenance Expenditures Paid in
May 2025 in an amount totaling
\$34,294.88**

Ms. Walden stated these had already been approved and need ratification.

On motion by Mr. Shenai, 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 May 2025 in an amount totaling \$34,294.88.

SEVENTH ORDER OF BUSINESS

**Recommendation of Work
Authorization/Proposed Services**

The Board reviewed the Work Authorization from BrightView to clean and replace the Ginger where it was run over on Lake Nona Blvd. for \$740.00.

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 Work Authorization from BrightView to clean and replace the Ginger in the amount of \$740.00.

The Board reviewed the Work Authorization from BrightView to remove and flush cut four Slash Pines.

On motion by Mr. Scholl, seconded by Ms. Leed, with all in favor, the Board of Supervisors for the Myrtle Creek Improvement District approved the Work Authorization from BrightView for removal and flush cutting of four Slash Pines in the amount of \$2,850.00.

EIGHTH ORDER OF BUSINESS

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

The Board reviewed the financial statements. Ms. Walden noted the financials have been updated through May 2025 and the District has spent roughly 41% of the adopted budget. No action is required.

NINTH ORDER OF BUSINESS

Staff Reports

District Counsel –

No report.

District Manager –

Ms. Walden stated the next Board Meeting is scheduled for Tuesday, July 15, 2025. Ms. Walden reviewed quorum for the upcoming meetings.

Ms. Walden reviewed the process of electing a new Board Member with the Board.

Ms. Walden gave an update on the IQ Controller renewals and noted there was sales tax and a credit card fee that were not included in the originally estimated cost. This brought the total cost to \$1,826.96.

District Engineer –

Mr. Shenai asked for an update on the trail project. Ms. Walden noted that the District is waiting for the final agreement and the corresponding documents before the work can begin.

Ms. Harmer noted that she will follow up with the vendor and gave an update on the process.

Construction Supervisor –

No report.

Landscape Supervisor –

No report.

Irrigation Supervisor –

No report.

TENTH ORDER OF BUSINESS

Supervisor Requests

Mr. Shenai commented the flower beds at some of the medians need updating. Mr. Batten noted the landscapers are waiting on the seasonal flowers to become available in order to replant.

Mr. Shenai noted there is no increase to the budget or the assessments for the next Fiscal Year.

ELEVENTH ORDER OF BUSINESS

Adjournment

On motion by Mr. Scholl, seconded by Mr. Shenai, with all in favor, the June 17, 2025, Meeting of the Board of Supervisors for the Myrtle Creek Improvement District was adjourned.


Secretary/Assistant Secretary


Chair/Vice Chair