

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, July 15, 2025, at 5:00 p.m. at 6900 Tavistock Lakes Blvd., Suite 200, Orlando, FL 32827.

Present:

Bob da Silva	Assistant Secretary
Marsha Leed	Assistant Secretary
Kyle Scholl	Assistant Secretary

Also attending:

Lynne Mullins	PFM
Jeffrey Newton	Donald W. McIntosh Associates
Bob Schanck	Donald W. McIntosh Associates
Tucker Mackie	Kutak Rock (via phone)
DJ Batten	Berman
Carlos Negron	Berman
Samantha Sharenow	Berman
Will Stafford	Tavistock

SECOND ORDER OF BUSINESS

Public Comment Period

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

THIRD ORDER OF BUSINESS

**Consideration of Nominations for
Seat 3 Vacancy**

There were no nominations at this time. This item was tabled.

Ms. Mullins reviewed the procedure for nominations. She noted that the Seat 3 term expires in November 2026.

FOURTH ORDER OF BUSINESS

**Consideration of the Minutes of the
June 17, 2025, Board of Supervisors'
Meeting**

The Board reviewed the minutes of the June 17, 2025, Board of Supervisors' Meeting.

On motion by Mr. da Silva, seconded by Mr. Scholl, with all in favor, the Board of Supervisors for the Myrtle Creek Improvement District approved the Minutes of the June 17, 2025, Board of Supervisors' Meeting.

FIFTH ORDER OF BUSINESS

**Consideration of the Minutes of the
May 20, 2025, RFP Meeting to Open
Responses for Landscape and
Irrigation Maintenance Services**

The Board reviewed the minutes of the May 20, 2025, RFP Meeting to Open Responses for Landscape and Irrigation Maintenance Services.

On motion by Ms. Leed, seconded by Mr. da Silva, with all in favor, the Board of Supervisors for the Myrtle Creek Improvement District approved the Minutes of the May 20, 2025, RFP Meeting to Open Responses for Landscape and Irrigation Maintenance Services.

SIXTH ORDER OF BUSINESS

Consideration of Resolution 2025-04, Election of Officers

Ms. Mullins reviewed the current slate of Officers. She recommended moving an officer to the Vice Chair position.

On motion by Mr. da Silva, seconded by Mr. Scholl, with all in favor, the Board of Supervisors for the Myrtle Creek Improvement District approved Resolution 2025-04, Election of Officers, with Mr. Kam Shenai as Chair, Ms. Marsha Leed as Vice Chair, Ms. Jennifer Walden as Secretary, Ms. Lynne Mullins, Mr. Bob da Silva, and Mr. Kyle Scholl 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.

SEVENTH ORDER OF BUSINESS

Consideration of Responses Received in Response to Request for Qualifications for Construction Services

a) Construction Committee Recommendation Regarding Prequalification

Mr. Newton explained that the District received 13 responses to the Request for Qualifications for Construction Services, and the Construction Committee found them all to be qualified.

On motion by Mr. da Silva, seconded by Mr. Scholl, with all in favor, the Board of Supervisors for the Myrtle Creek Improvement District approved the Construction Committee Recommendation to list all 13 Proposers, which include Carr & Collier, Inc., Cathcart Construction Company, Garney Companies, Inc., Gibbs and Register, Granite Construction Company, Hubbard Construction Company, JMHC, Inc., Jon M Hall Company, Jr. Davis Construction Company, Inc., Prime Construction Group, Inc., Southern Development & Construction, The Middlesex Corporation and Watson Civil Construction, Inc., as Pre-Qualified Contractors.

EIGHTH ORDER OF BUSINESS

Consideration of Award of Landscape and Irrigation Maintenance Services – Lake Nona Central – Boulevard and Roadways

a) Construction Committee Recommendation

Ms. Mullins explained the District received eight bids in response to the Landscape and Irrigation Maintenance Services RFP. District staff and the Construction Committee reviewed the proposals and ranked them based on the evaluation criteria. She did note that two bids were disqualified as they did not

provide the required bid bond. The Committee recommends moving forward with the highest ranked proposer for each section.

The Committee ranked the proposers as follows:

Section 1 – Prince & Sons as #1, Cepra as #2, Juniper as #3, Helping Hand and LS Workshop as #4, and Yellowstone as #6.

Section 2 – Juniper as #1, Cepra as #2, Helping Hand and LS Workshop as #3, Prince & Sons as #5, and Yellowstone as #6.

Discussion ensued regarding the bids, costs, and feedback on the bidders.

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 recommended rankings from the Construction Committee for each Section for Landscape and Irrigation Maintenance Services – Lake Nona Central – Boulevard and Roadways and for District staff to finalize an Agreement with the #1 proposer for each of the two Sections.

NINTH ORDER OF BUSINESS

Ratification of Operation and Maintenance Expenditures Paid in June 2025 in an amount totaling \$79,713.59

Ms. Mullins noted these were previously approved and are for ratification.

On motion by Ms. Leed, seconded by Mr. da Silva, with all in favor, the Board of Supervisors for the Myrtle Creek Improvement District ratified the Operation and Maintenance Expenditures Paid in June 2025 in an amount totaling \$79,713.59.

TENTH ORDER OF BUSINESS

Recommendation of Work Authorization/Proposed Services

There were no Work Authorizations at this time.

ELEVENTH 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 June 2025 and the District has spent roughly 47% of the adopted budget. No action was required.

TWELFTH ORDER OF BUSINESS

Staff Reports

District Counsel – No report.

District Manager – Ms. Mullins stated the next Board Meeting is scheduled for Tuesday, August 19, 2025, for the Budget Public Hearing.

District Engineer – No report.

Construction Supervisor – No report.

Landscape Supervisor – No report.

Irrigation Supervisor – No report.

THIRTEENTH ORDER OF BUSINESS

Supervisor Requests

It was noted the ethics training is required to be completed annually by the Board. Ms. Mullins will send out the links to the Board via email.

FOURTEENTH ORDER OF BUSINESS

Adjournment

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


Secretary/Assistant Secretary


Chair/Vice Chair