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, August 19, 2025, at 5:06 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:

Jen Walden	PFM
Lynne Mullins	PFM
Amanda Lane	PFM
Jeffrey Newton	Donald W. McIntosh Associates
Bob Schanck	Donald W. McIntosh Associates
Tucker Mackie	Kutak Rock
DJ Batten	Berman
Carlos Negron	Berman
Samantha Sharenow	Berman
Eddie Padua	Berman
Will Stafford	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 Nominations for Seat 3 Vacancy**

Ms. Walden noted there were two resumes received. The Board reviewed the resumes and discussed the nominees. Ms. Walden noted the Seat 3 term expires November of 2026.

On motion by Mr. Scholl, seconded by Mr. da Silva, with Ms. Leed opposed, the Board of Supervisors for the Myrtle Creek Improvement District nominated Ms. Trudy Evans to Seat 3.

FOURTH ORDER OF BUSINESS **Consideration of the Minutes of the July 15, 2025, Board of Supervisors' Meeting**

The Board reviewed the minutes of the July 15, 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 July 15, 2025, Board of Supervisors' Meeting.

FIFTH ORDER OF BUSINESS — **Consideration of Resolution 2025-05, Approving an Annual Meeting Schedule for Fiscal Year 2026**

Ms. Walden recommended keeping the Board of Supervisors' Meetings on the third Tuesday of each month, with the exception of March, which would be the second Tuesday of the month due to Spring Break, at 5:00 p.m. at the same location. She recommended keeping the Construction Committee Meetings on the second Thursday of each month at 3:30 p.m. at the same location.

> 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 2025-05, Approving an Annual Meeting Schedule for Fiscal Year 2026, setting the Board of Supervisors' Meetings for the third Tuesday of each month, with the exception of March, which would be the second Tuesday of the month, at 5:00 p.m. at the Tavistock offices, 6900 Tavistock Lakes Blvd., Suite 200, Orlando, Florida 32827, and the Construction Committee meetings for the second Thursday of each month at 3:30 p.m. at the Tavistock offices, 6900 Tavistock Lakes Blvd., Suite 200, Orlando, Florida 32827.

SIXTH ORDER OF BUSINESS — **Consideration of Resolution 2025-06, Election of Officers**

Ms. Walden noted this item will be tabled until the newly elected Board Member can be sworn in.

SEVENTH ORDER OF BUSINESS — **Discussion Regarding Award of Landscape and Irrigation Maintenance Services – Lake Nona Central – Boulevard and Roadways**

Ms. Walden noted that Prince & Sons has withdrawn their bid. They were under the impression that they would receive all the sections, their bid pricing reflected that, and they are unable to provide services at that price for Section 1. The recommendation is to move forward with the second highest ranked bidder for Section 1, which is Cepra.

The Board discussed awarding the work to the #1 ranked proposer for the Combined Sections to keep things consistent throughout the District. Ms. Walden noted that Section 2 is currently awarded to Juniper, and the award letters have not yet been sent out.

> 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 Award of Landscape and Irrigation Maintenance Services – Lake Nona Central – Boulevard and Roadways to the #1 ranked proposer, Cepra, for the Combined Sections.

EIGHTH ORDER OF BUSINESS — **Consideration of Trail Maintenance Phase 2 Repairs**

Ms. Walden noted the trail repairs have been completed by Rose Paving and they have noted there are some additional areas of repair needed. Rose Paving has provided a proposal to complete 4,900 sq. ft. of additional repairs at a cost of $30,500.00. There is also a proposal from Berman to oversee the repairs for $3,050.00.

There was brief discussion regarding the repairs and the work completed.

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 Trail Maintenance Phase 2 Repairs Proposals with Berman and Rose Paving in the combined amount of $33,550.00.

NINTH ORDER OF BUSINESS **Public Hearing on the Adoption of the District's Annual Budget**
a) Public Comments and Testimony
b) Board Comments
c) Consideration of Resolution 2025-07, Adopting the Fiscal Year 2026 Budget and Appropriating Funds

Ms. Walden noted the District noticed this hearing pursuant to Florida Statutes.

On motion by Mr. da Silva, seconded by Mr. Scholl, with all in favor, the Board of Supervisors for the Myrtle Creek Improvement District opened the public hearing.

Ms. Walden noted some of the O&M budget line items were moved around based on actuals, but the overall budget is the same that was presented to the Board back in May.

Ms. Walden noted there was no one from the public present.

On motion by Mr. Scholl, seconded by Mr. da Silva, with all in favor, the Board of Supervisors for the Myrtle Creek Improvement District closed the public hearing.

On motion by Mr. Scholl, seconded by Ms. Leed, with all in favor, the Board of Supervisors for the Myrtle Creek Improvement District approved Resolution 2025-07, Adopting the Fiscal Year 2026 Budget and Appropriating Funds.

TENTH ORDER OF BUSINESS **Consideration of Resolution 2025-08, Adopting an Assessment Roll for Fiscal Year 2026 Budget and Certifying Special Assessments for Collection**

Ms. Walden noted this Resolution is to impose special assessments for the budget that was just adopted.

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 2025-08, Adopting an Assessment Roll for Fiscal Year 2026 Budget and Certifying Special Assessments for Collection.

ELEVENTH ORDER OF BUSINESS **Consideration of Resolution 2025-09, Adopting Goals, Objectives, and**

Performance Measures and Standards

Ms. Walden noted this is an annual statutory requirement that started last year. These are the same goals and objectives as last year and are all items the District currently does.

On motion by Mr. Scholl, seconded by Mr. da Silva, with all in favor, the Board of Supervisors for the Myrtle Creek Improvement District approved Resolution 2025-09, Adopting Goals, Objectives, and Performance Measures and Standards.

TWELFTH ORDER OF BUSINESS **Consideration of Resolution 2025-10, Designating a Public Depository**

Ms. Walden noted the District currently uses City National Bank. The recommendation is to switch to Valley Bank as they are offering 4% interest and no fees. City National Bank has agreed to go up to 3.9% interest and is working on waiving the fees but it is not confirmed.

On motion by Mr. Scholl, seconded by Ms. Leed, with all in favor, the Board of Supervisors for the Myrtle Creek Improvement District approved Resolution 2025-10, Designating a Public Depository with Valley Bank.

THIRTEENTH ORDER OF BUSINESS **Consideration of Disclosure Filing Assistance Services Agreement with PFM**

Ms. Walden noted the District currently uses DAC for these services and the fee was recently increased to $2,000.00. This is a service that PFM provides and currently our firm already collects this information to provide to DAC to file the information and can provide these services for a fee of $1,500.00.

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 Disclosure Filing Assistance Services Agreement with PFM.

FOURTEENTH ORDER OF BUSINESS **Ratification of Operation and Maintenance Expenditures Paid in July 2025 in an amount totaling $99,452.61**

On motion by Mr. da Silva, 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 July 2025 in an amount totaling $99,452.61.

FIFTEENTH ORDER OF BUSINESS **Recommendation of Work Authorization/Proposed Services**

Ms. Walden noted there were no Work Authorizations at this time.

SIXTEENTH 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 July 2025 and the District has spent roughly 56% of the adopted budget. No action was required.

SEVENTEENTH ORDER OF BUSINESS — **Staff Reports**

District Counsel – Ms. Mackie noted that the Board can draw on the Prince & Sons' bid bond if they so choose and gave an overview of that process. The Board discussed and agreed to not pursue the bid bond.

District Manager – Ms. Walden stated the next Board Meeting is scheduled for Tuesday, September 16, 2025, which will be the last meeting for the Fiscal Year. She also noted she will send out the Ethics Training links to the Board.

District Engineer – No report.

Construction Supervisor – No report.

Landscape Supervisor – No report.

Irrigation Supervisor – No report.

EIGHTEENTH ORDER OF BUSINESS — **Supervisor Requests**

There were no Supervisor Requests.

NINETEENTH ORDER OF BUSINESS — **Adjournment**

> On motion by Mr. da Silva, seconded by Mr. Scholl with all in favor, the August 19, 2025, Meeting of the Board of Supervisors for the Myrtle Creek Improvement District was adjourned.

Jennifer L. Walden
Secretary/Assistant Secretary

K. P. Sholes
Chair/~~Vice Chair~~