

**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 18, 2025, at 5:01 p.m. at 6900 Tavistock Lakes Blvd., Suite 200, Orlando, FL 32827.

Present:

Kam Shenai	Chair	
Bob da Silva	Assistant Secretary	(via phone)
Marsha Leed	Vice Chair	
Kyle Scholl	Assistant Secretary	
Trudy Evans	Assistant Secretary	

Also attending:

Jen Walden	PFM	
Lynne Mullins	PFM	(via phone)
Bob Schanck	Donald W. McIntosh Associates	
Tucker Mackie	Kutak Rock	(via phone)
DJ Batten	Berman	
Carlos Negron	Berman	
Samantha Sharenow	Berman	
Eddie Padua	Berman	
Edgard Morales	Berman	
Pete Fussell	Berman	
Dan Young	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**

**Swearing in Newly Elected Supervisor  
– Trudy Evans**

Ms. Walden noted Ms. Evans was sworn in prior to the start of the meeting.

Ms. Evans accepted her right to compensation.

Ms. Mackie gave an overview of the Florida Sunshine Law and Florida Public Records Law.

**FOURTH ORDER OF BUSINESS**

**Consideration of the Minutes of the  
August 19, 2025, Board of  
Supervisors' Meeting**

The Board reviewed the minutes of the August 19, 2025, Board of Supervisors' Meeting.

On motion by Mr. Shenai, seconded by Ms. Leed, with all in favor, the Board of Supervisors for the Myrtle Creek Improvement District approved the Minutes of the August 19, 2025, Board of Supervisors' Meeting.

**FIFTH ORDER OF BUSINESS****Consideration of Resolution 2026-01,  
Election of Officers**

Ms. Walden reviewed the current slate of Officers. The recommendation is to keep the current slate of Officers and add Ms. Evans as an Assistant Secretary.

On motion by Mr. Scholl, seconded by Mr. Shenai, with all in favor, the Board of Supervisors for the Myrtle Creek Improvement District approved Resolution 2026-01, 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, Mr. Kyle Scholl and Ms. Trudy Evans as Assistant Secretaries, Ms. Jennifer Glasgow as Treasurer, Ms. Amanda Lane, Ms. Amy Champagne, Mr. Rick Montejano and Ms. Verona Griffith as Assistant Treasurers.

**SIXTH ORDER OF BUSINESS****Review and Acceptance of Annual Arbitrage Report for the Period September 14, 2024, to September 14, 2025**

Ms. Walden gave an overview and noted there was an arbitrage liability of \$1,538.32, but that was offset by prior arbitrage credits accumulated in prior years. Therefore, no arbitrage is due.

On motion by Mr. Shenai, seconded by Ms. Leed, with all in favor, the Board of Supervisors for the Myrtle Creek Improvement District accepted the Annual Arbitrage Report for the Period September 14, 2024, to September 14, 2025.

**SEVENTH ORDER OF BUSINESS****Review and Acceptance of Fiscal Year 2025 Goals, Objectives, and Performance Measures and Standards Report**

Ms. Walden noted that the District has achieved all their goals and objectives for Fiscal Year 2025, and the report will be posted on the District's website prior to December 1, once signed by the Chair.

On motion by Mr. Shenai, seconded by Mr. Scholl, with all in favor, the Board of Supervisors for the Myrtle Creek Improvement District accepted the Fiscal Year 2025 Goals, Objectives, and Performance Measures and Standards Report.

**EIGHTH ORDER OF BUSINESS****Consideration of Resolution 2026-02,  
Adopting an Amended Budget for FY 2025**

Ms. Walden noted the overall O&M budget has not changed, but line items were adjusted as needed based on actual expenses. This is a cleanup item the auditor will be looking for.

There was brief discussion regarding the amendments to the line items.

On motion by Mr. Shenai, seconded by Mr. Scholl, with all in favor, the Board of Supervisors for the Myrtle Creek Improvement District approved Resolution 2026-02, Adopting an Amended Budget for FY 2025.

**NINTH ORDER OF BUSINESS****Consideration of Lighting Installation Upgrade and Service Agreement for Performance Drive PH3**

Mr. Young noted this is for a continuation of the OUC lighting on Performance Drive.

On motion by Mr. Scholl, seconded by Mr. Shenai, with all in favor, the Board of Supervisors for the Myrtle Creek Improvement District approved the Lighting Installation Upgrade and Service Agreement for Performance Drive PH3.

**TENTH ORDER OF BUSINESS****Presentation and Review of District Infrastructure Assessment Report**

Mr. Schanck gave an overview of the report and requested that the Board review and bring back any questions to the next meeting.

Ms. Walden noted this will also be reviewed by the Construction Committee and this will be an annual report moving forward which will be aligned with the budget process.

There was brief discussion.

**ELEVENTH ORDER OF BUSINESS****Ratification of Non-Ad Valorem Assessment Administration Agreement for FY 2026**

Ms. Walden noted this was executed by the Chair outside of a meeting and is the standard Agreement with the County.

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 Non-Ad Valorem Assessment Administration Agreement for FY 2026.

**TWELFTH ORDER OF BUSINESS****Ratification of Egis Insurance Package for FY 2026**

Ms. Walden noted this was executed by the Chair outside of a meeting in order to maintain coverage. The total insurance cost was \$10,073.00, which is under the budgeted amount of \$13,595.85.

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 2026.

**THIRTEENTH ORDER OF BUSINESS**

**Ratification of Operation and Maintenance Expenditures Paid in August 2025 in an amount totaling \$44,867.75**

Ms. Walden noted these have been approved and need Board ratification.

On motion by Mr. Scholl, seconded by Ms. Leed, with all in favor, the Board of Supervisors for the Myrtle Creek Improvement District ratified the Operation and Maintenance Expenditures Paid in August 2025 in an amount totaling \$44,867.75.

**FOURTEENTH ORDER OF BUSINESS**

**Ratification of Operation and Maintenance Expenditures Paid in September 2025 in an amount totaling \$141,393.01**

Ms. Walden noted these have been approved and need Board ratification.

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 2025 in an amount totaling \$141,393.01.

**FIFTEENTH ORDER OF BUSINESS**

**Ratification of Operation and Maintenance Expenditures Paid in October 2025 in an amount totaling \$12,416.05**

Ms. Walden noted these have been approved and need Board ratification.

On motion by Mr. Scholl, seconded by Mr. Shenai, with all in favor, the Board of Supervisors for the Myrtle Creek Improvement District ratified the Operation and Maintenance Expenditures Paid in October 2025 in an amount totaling \$12,416.05.

**SIXTEENTH ORDER OF BUSINESS**

**Recommendation of Work Authorization/Proposed Services**

Mr. Batten reviewed the Work Authorization from Cepra for Loropetalum bed replacement, in the amount of \$4,800.00. He gave an overview of the location.

There was brief discussion regarding the proposed services.

On motion by Mr. Shenai, seconded by Mr. Scholl, with all in favor, the Board of Supervisors for the Myrtle Creek Improvement District approved the Work Authorization from Cepra in the amount of \$4,800.00 for the Loropetalum bed replacement.

The additional two Work Authorizations from Cepra were tabled.

**SEVENTEENTH 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 the Fiscal Year 2025 and the beginning of the Fiscal Year 2026. The District has spent approximately 5% of the budget so far this year. No action was required.

Mr. Shenai noted the Board is making decisions that are fiscally responsible and saving the District money. The reserves are increasing and the District is doing everything it can to keep expenses the same. He is happy to see what the District is doing and to keep things in mind for the next budget season.

Mr. Scholl noted he is moving out of the District and December will likely be his last meeting.

**EIGHTEENTH ORDER OF BUSINESS****Staff Reports**

<u>District Counsel</u> –	No report.
<u>District Manager</u> –	Ms. Walden stated the next Board Meeting is scheduled for Tuesday, December 16, 2025. She also reminded the Board that the annual Ethics Training is due by December 31. A reminder with links will be sent out to the Board.
	Ms. Walden noted the holiday décor has been approved and will be installed the week after Thanksgiving. This has remained at the same cost. The annual pressure washing and sealing has also been approved, which will be completed next week.
<u>District Engineer</u> –	No report.
<u>Construction Supervisor</u> –	Mr. Young noted the Performance Drive project is set to be completed by August. There will be several oak trees that will be removed and most will be relocated.
<u>Landscape Supervisor</u> –	No report.
<u>Irrigation Supervisor</u> –	Mr. Batten noted that they are working with Jr. Davis and the construction process to keep as much irrigation running as possible to keep the turf and trees thriving.

**NINETEENTH ORDER OF BUSINESS****Supervisor Requests**

Mr. Shenai noted there has been a resident request for curb pressure washing. Berman will get a proposal and bring it back to the Board for review.

Mr. Scholl commented regarding dead wildlife on the trail. It was noted this doesn't really belong to anyone but anyone can call Berman security, and they will handle it.

There were no further Supervisor Requests.

**TWENTIETH ORDER OF BUSINESS****Adjournment**

On motion by Mr. Shenai, seconded by Mr. Scholl, with all in favor, the November 18, 2025, Meeting of the Board of Supervisors for the Myrtle Creek Improvement District was adjourned.

  
Jeff L. Alden

Secretary/Assistant Secretary

  
K. P. Shenai

Chair/Vice Chair