

MINUTES OF MEETING  
NARCOOSEE COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Narcoossee Community Development District was held Tuesday, August 28, 2018 at 10:30 a.m. at the Orange County Library – Southeast Branch, 5575 South Semoran Boulevard, Orlando, Florida.

Present and constituting a quorum were:

Jeffrey Smyk	Chairman
Steve Giercyk	Vice Chairman
James Gregoire	Assistant Secretary
Peter Wong	Assistant Secretary
Betsy Burgos	Assistant Secretary

Also present were:

Jason Showe	District Manager
Alyssa Wilson	District Attorney by telephone
Rey Malave	District Engineer by telephone
Alan Scheerer	Field Manager
Valerie McCutcheon	GMS

**FIRST ORDER OF BUSINESS**

**Roll Call**

Mr. Showe called the meeting to order and called the roll.

**SECOND ORDER OF BUSINESS**

**Public Comment Period**

There being none, the next item followed.

**THIRD ORDER OF BUSINESS**

**Approval of the Minutes of the June 5, 2018 Meeting**

Mr. Showe stated there is a correction on the attorney name that we will make throughout, it was Alyssa Wilson on the phone instead of Sarah Warren.

On MOTION by Mr. Wong seconded by Ms. Burgos with all in favor the minutes of the June 5, 2018 meeting were approved as amended.
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**FOURTH ORDER OF BUSINESS**

**Public Hearings**

**A. Consideration of Resolution 2018-04 Adopting the Fiscal year 2019 Budget and Relating to the Annual Appropriations**

On MOTION by Mr. Smyk seconded by Mr. Giercyk with all in favor the public hearing was opened.

Mr. Showe stated the budget is pretty much in line with what we presented in the proposed budget. There are no proposed assessment increases. Adopting the budget doesn't lock you into any of these expenses, we still have flexibility to make adjustments throughout the year, move money between account lines; this is our best plan of expenses.

There being no members of the public present to provide comment we will bring it back to the Board for consideration.

On MOTION by Mr. Gregoire seconded by Mr. Wong with all in favor Resolution 2018-04 was approved.

**B. Consideration of Resolution 2018-05 Imposing Special Assessments and Certifying an Assessment Roll**

Mr. Showe stated the next item is Resolution 2018-05 and is the second part to the budget process. Attached to this resolution will be the budget as Exhibit A and the assessment roll as Exhibit B and that will be transmitted to Orange County and they will levy the assessments based on this roll.

I will note there are no members of the public to provide comment so we will bring it back to the Board for consideration.

On MOTION by Mr. Smyk seconded by Ms. Burgos with all in favor Resolution 2018-05 was approved.

On MOTION by Ms. Burgos seconded by Mr. Giercyk with all in favor the public hearing was closed.

**FIFTH ORDER OF BUSINESS**

**Consideration of Agreement with  
VGlobalTech Regarding ADA Website  
Compliance**

Ms. Wilson stated there have been a recent string of ADA compliancy issues regarding special District websites, Community Development District websites as well as certain private entity websites. We have encouraged all of our Districts to engage an ADA website compliance specialist that can do an overview of your website and help your District Manager to make sure that the items on the website are ADA compliant. There is special Adobe software if a person has disabilities they can look at PDFs and other things and the software makes the website accessible to them. We are encouraging you to engage an ADA website compliant specialist to do an audit of your website and provide feedback on what needs to be done to make sure the website is ADA compliant.

Mr. Showe stated we have looked at several companies and this is the one we thought was the best value to bring to the Board. Valerie is the one who manages your website and she is here.

Ms. McCutcheon stated I went to their office and they gave me a demo of the software. They created their own software to convert PDF documents to rich text format, which can be posted in addition to the PDFs and it is a lot less time consuming than remediating all the PDFs and it is a cheaper process. We basically pay for the rights to their software and for future PDFs we will run it through. With this proposal they want to create a template that is clean and ADA compliant, which means it is good for iPads, phone and the current website isn't necessarily up to 2018 standards and this would be easy to make it accessible on the different platforms.

Ms. Burgos asked is this how much they are charging to convert everything that we have right now?

Mr. Showe responded correct.

Ms. Burgos asked after that what is it going to be? It has annual maintenance for two years.

Ms. McCutcheon stated after the first year we would like to bring it inhouse so that going forward I can convert the PDFs. If we wanted to have them do a compliance check once a year we can just do that. They are based in Orlando and are easy to work with.

Mr. Showe stated we work with them on several Districts.

Ms. McCutcheon stated we have gone through all our District websites and put in a disclaimer that we are working on it and links to different accessibility software.

Mr. Giercyk asked is there a propriety aspect to this that says you can't touch their software after they made the conversion and make modifications yourself?

Ms. McCutcheon stated I believe they are going to provide us with the template.

Mr. Smyk asked is there a yearly licensing fee?

Ms. McCutcheon responded not for the template I don't believe. I believe there is a separate charge that GMS will do for the software conversion. Once we sign the contract we should have everything up and running in three to four weeks. The state law says we have to keep one fiscal year's worth of records on the website and currently most of the websites go back to the beginning of each District so we will just keep one fiscal year of agendas and two years for budgets. That will cut down on the number of PDFs that have to be remediated as well.

On MOTION by Ms. Burgos seconded by Mr. Giercyk with all in favor the agreement with VGlobalTech regarding ADA website compliance was approved for the first year.

Mr. Malave joined the meeting by telephone during this item.

## **SIXTH ORDER OF BUSINESS**

### **Consideration of Agreement with Down to Earth, Inc. Regarding Landscape/Grounds Maintenance**

Mr. Showe stated the next item is the extension of the agreement with Down to Earth for landscaping. They provided a proposal and there will be no increase in the cost. It will have the standard termination language and if we choose to look at a different firm we can do so.

Mr. Smyk stated what we budgeted for the current year seems a little bit lower. Is it because we split out extra irrigation costs and landscaping?

Mr. Scheerer stated the base contract price hasn't changed.

Mr. Showe stated your line is \$25,000 and we allocated for Nona Crest \$5,000 for replacement plants on top of the contract.

Mr. Giercyk stated I have mixed feelings from the standpoint of maintaining the beds outside the community. There are always weeds, they don't trim the hedges on a regular basis, there are high shoots on them.

Mr. Scheerer stated I don't disagree with shoots that high but you don't want to be constantly trimming all your stuff. What happens is when you have Ligustrums and hedges you

need to give them a chance to grow out and then cut them back down. That is on me because I have directed them not to do that, I know the Ligustrums in front of Nona Crest, if you start shaving those things to make them look like my head you are going to have a dead Ligustrum tree over time. You have to give them a chance to replenish so what I have asked them to do in advance of the holidays is let them grow out, let them look good, get as full as we can and then we will trim them back down. I know in Nona Crest they like to put lights on the Ligustrum trees some communities like to do them on their hedges but we don't advise that they do that consistently. We ask them to let them grow out from time to time. With respect to the weeds I don't disagree with your statement on the weeds. Weeds are an issue everywhere and we are trying to get these under control. We do consistently meet with them every week. Joe has gotten more than his fair share of an earful over the last 30 days but unfortunately it is not just Down to Earth, it is Yellowstone, Brightview, Floralawn, all the companies. Unfortunately, August has been a really rough month.

Mr. Giercyk stated I never see the same person trimming twice.

Mr. Scheerer stated you may not. There is nothing in the contract that says they have to use the same person.

Mr. Giercyk stated we have used this company for three years and I don't think I have seen the same person twice.

Mr. Showe stated we had this exact conversation with a District in Melbourne about a different landscaper and their response was with the housing market the way it is now them keeping that kind of labor with any consistency is tough.

Mr. Giercyk stated Down to Earth's truck is constantly parking at the lift station, blocking the view down the road and you can't see the oncoming traffic.

Mr. Scheerer stated I have had them park in the median too, which is tearing up the median but I have asked them not to park in the median because the median is tough enough to maintain.

Mr. Wong asked can we put up a sign in that area?

Mr. Scheerer stated I think that parking area is for the lift station for the City of Orlando. I will address that.

Ms. Burgos asked how often do they provide mulch?

Mr. Scheerer responded once a year. I would like to change the mulch out, I would like to get away from the pine bark and go with a designer brown cypress mulch. It gives a deeper earth tone, it is going to stay in the beds a lot better than pine bark. It doesn't float away to the degree that pine bark does.

Ms. Burgos asked can we put that in this contract if you want to change the mulch?

Mr. Smyk asked do you think it will be a different cost?

Mr. Showe stated the cost for cypress and pine is exactly the same. It is a matter of us giving that direction.

Ms. Burgos stated they change the annuals four times a year. My concern is that when they change it out it is bare for about five days.

Mr. Scheerer stated they usually pull them out a week in advance, they don't normally do it the same day because you have a crew that pulls it out and they have somebody that installs them. We can try to tighten up the window. I will work with them on that.

Mr. Smyk stated we had talked about doing something other than annuals.

Mr. Scheerer stated we are trying it now in Ziani with Ixoras and we had some relatively okay success, we have a few in the front that seem to struggle for whatever reason. Everybody wants to not have the recurring cost of annuals but you are not going to get the recurring color. I think the bed space has been reduced so you only have a few annuals now. If you have a suggestion you want us to look at and you don't mind just green plants out front we can make it happen.

Mr. Smyk asked did we ever get other bids?

Mr. Showe responded yes and they all exceeded what you are currently paying.

On MOTION by Ms. Burgos seconded by Mr. Gregoire with all in favor the agreement with Down to Earth regarding landscape maintenance was approved.

## **SEVENTH ORDER OF BUSINESS**

### **Staff Reports**

#### **A. Attorney**

There being none, the next item followed.

#### **B. Engineer – Discussion of Fence Project**

Mr. Malave stated everybody saw the plans for the fences we can use around the ponds along Dowden and based on the prices we got I think the prices are consistent with what we had at the previous meeting. If you were to go specifically for ponds 2 and 4, the pond 2 fence would cost \$23,520 and the one on pond 4 would be \$25,480 that is a combination of the welded fence with four brick columns plus or minus on each one. Pond 2 is a little less.

Mr. Giercyk stated before we get off track I think the request was for pond 1 and pond 4 thinking the concept was that pond 2 and pond 3 would be affected by the Econ Trail Extension. I may have said pond 2 and if I did I apologize.

Mr. Malave stated pond 1 is in the \$20,000 range maybe a little less.

Mr. Giercyk stated forget about pond 2 and 3 from your diagram because that could be affected by the Econ Trail. If we did pond 1 and pond 4 completely, in other words the whole length how does that price compare with doing the sections on all four ponds? What brought this question up was if you look at pond 3 we are putting a fence in on the east end of pond 3 and putting in columns as well and those will absolutely be destroyed by the Econ Trail when it comes through. I don't think we should do something that will be destroyed.

Mr. Malave stated I totally agree.

Mr. Giercyk asked do we have an alternative? Maybe just do 1, 2 and 4 and leave 3 alone or maybe leave 2 and 3 alone and ask the city when they do the Econ Trail for some help putting in the fence because they are disturbing things and take care of pond 1 and pond 4 now.

Ms. Burgos stated you could do a partial on pond 3.

Mr. Malave stated that would be on the west side.

Mr. Giercyk stated we would do the east and west end of pond 1, the east and west end of pond 2, the west end of pond 3 and the east and west end of pond 4. We are essentially removing the east end of pond 3.

Mr. Malave stated you are only eliminating probably \$10,000 out of the whole thing so it is still in the range \$100,000. I can get a more precise number.

Mr. Showe stated I think the intent was to do these drawings then we would bid the drawings, once approved.

Mr. Malave stated yes. We had two contractors, one is a fence guy who does the iron and the other one is the masonry guy that does the block column. I have to find somebody who will do both and will be responsible for both.

Mr. Wong asked are the estimates based on the utility brick versus the Norwegian? That was the end of our last discussion.

Ms. Burgos stated we were going to make a decision today.

Mr. Giercyk stated the Norwegian was a lot more expensive and at the last meeting we decided to go with the utility brick.

Ms. Burgos stated I thought someone was going to bring the bricks here so we could see it and make a decision but I'm okay with the utility brick.

Mr. Giercyk stated the fences going into the wetlands. On your drawing it doesn't show the fence going into the wetlands very far at all. I don't know exactly what our intent was. How far into the wetland are we going?

Mr. Malave responded five feet.

Mr. Giercyk asked is that as far as we can go?

Mr. Malave responded yes, it shouldn't be less than that but we are going to go five feet and this is based on our environmental people and this is the most they will give us approval for without getting into violations of our conservation easement.

Mr. Giercyk stated if we look at the east end of pond 2 that fence does not go into the wetland at all, the way it is shown on the drawing.

Mr. Malave stated we will have to decide how far you want to go.

Mr. Giercyk stated I want to go into the wetland, I don't want to go along the vegetation because someone will walk around behind it. If you go into the wetland they at least have to go down the hill a little bit.

Mr. Malave stated we will have to put a column there then turn it into the wetland five feet.

Mr. Giercyk asked a brick column or post?

Mr. Malave stated we can decide that, you do whatever the right thing is to make it look right but it needs to go into the wetland. I will get with Alan and hope we can find a couple companies that will give us a price so we can have it under one bid so we can get final numbers.

### **C. Manager**

#### **i. Approval of Check Register**



On MOTION by Mr. Giercyk seconded by Ms. Burgos with all in favor the check registers were approved.

**ii. Balance Sheet and Income Statement**

A copy of the balance sheet and income statement were included in the agenda package.

**iii. Approval of Fiscal Year 2019 Meeting Schedule**

On MOTION by Ms. Burgos seconded by Mr. Gregoire with all in favor the Board will meet in Fiscal Year 2019 on the following dates: November 13, 2018, January 22, 2019, March 26, 2019, May 28, 2019, June 25, 2019 and August 27, 2019.

**EIGHTH ORDER OF BUSINESS**

**Other Business**

There being none, the next item followed.

**NINTH ORDER OF BUSINESS**

**Supervisors Requests**

There being none, the next item followed.

**TENTH ORDER OF BUSINESS**

**Audience Comments**

There being none,

On MOTION by Mr. Giercyk seconded by Mr. Gregoire with all in favor the meeting adjourned at 11:23 a.m.

  
Secretary/Assistant Secretary

  
Chairman/Vice Chairman