

MINUTES OF MEETING
NARCOSSEE COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Narcoossee Community Development District was held Tuesday, August 27, 2019 at 3:00 p.m. at the Orange County Public 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 by telephone
Peter Wong	Assistant Secretary by telephone
Betsy Burgos	Assistant Secretary

Also present were:

Jason Showe	District Manager
Roy Van Wyk	District Attorney
Rey Malave	District Engineer
Alan Scheerer	Field Manager

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 June 25, 2019 Meeting

On MOTION by Ms. Burgos seconded by Mr. Giercyk with all in favor the minutes of the June 25, 2019 meeting were approved, as presented.

FOURTH ORDER OF BUSINESS

Public Hearing

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

A. Consideration of Resolution 2019-03 Adopting the Fiscal Year 2020 Budget and Relating to the Annual Appropriations

Mr. Showe stated the budget is pretty much the same as you saw in the proposed budget. We did send mailed notices out to G & H in accordance with Board direction to assess them for some of the operational expenses in La Vina. We did not hear from any of the landowners. We don't expect there to be any increases in landscaping or aquatic management service. Everyone else's assessment remains the same except for G & H they had a slight increase to accommodate the increase in maintenance.

Mr. Smyk stated I know as part of the calculation for the budget we have for G&H maintenance going up, but isn't their capital reserve fund quite hefty?

Mr. Showe stated it is not too bad. They are going from \$80,000 to \$66,000 based on the expenses we project for the fence project. We wanted their O&M to reflect ongoing maintenance, so we didn't have to raise them later. At this time I wanted to make sure we captured the full cost of the admin and their ongoing maintenance.

Mr. Smyk stated if it starts to build up then we should probably do like we did before.

Mr. Showe stated we can do that.

Ms. Burgos stated on page 12, La Vina, the total projected is \$142,583 but the proposed budget is \$123,000.

Mr. Showe stated the \$142,583 is what we projected to have as revenues at the end of 2019. We are projecting to spend \$32,000 based on the fence project, which brings it down to \$109,000 and we are adding \$13,000 extra.

Mr. Giercyk stated reclaimed water for La Vina is \$8,160. How is that number being divided?

Mr. Scheerer stated I don't think there are any utilities divided up because your utilities are basically Dowden Road.

Mr. Giercyk asked is Parcel G & H some portion of that reclaimed water?

Mr. Showe stated we took the total amount that was allocated for your maintenance and they are paying 20% of that portion.

We will note for the record that there are only Board Members and staff present.

On MOTION by Mr. Smyk seconded by Ms. Burgos with all in favor Resolution 2019-03 was approved.

B. Consideration of Resolution 2019-04 Imposing Special Assessments and Certifying an Assessment Roll.

Mr. Showe stated attached to the resolution will be the adopted budget and the assessment roll.

There are no members of the public present to provide comment.

Mr. Van Wyk stated you noted earlier that you provided notice to Parcels G & H. What we are finding in this resolution is that all the items listed in the budget are a benefit to all the properties located within the District and you are also making findings that the cost of those budgetary items are apportioned fairly and reasonably across the parcels located within the District.

On MOTION by Mr. Smyk seconded by Ms. Burgos with all in favor Resolution 2019-04 was approved.

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

FIFTH ORDER OF BUSINESS

Consideration of Agreement for Landscape Maintenance Services with SSS Down to Earth Opco, LLC

Mr. Showe stated the next item is a formal agreement with Down to Earth to continue their landscape services. There is no increase.

Mr. Scheerer stated they are not without challenges right now, but they are not the only ones, with all the wind and weather we are having everybody has been fighting the same thing. It has been raining every day, they have been coming in on Saturday to mow.

Mr. Showe stated we did a bid about a year and a half ago and they were still the low bidder of all the bids we received.

On MOTION by Mr. Giercyk seconded by Mr. Smyk with all in favor the Agreement for Landscape Maintenance Services with SSS Down to Earth Opco, LLC was approved.

SIXTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Mr. Van Wyk stated there is a memorandum from us that outlines the statutory changes that were made this year and we are going to ask you to authorize us to commence rulemaking so that we adopt the new rules of procedure that reflect all those changes. That memo has been sent out and we will get a proposed resolution for the next Board meeting and hopefully, we will get those adopted before the end of the year.

B. Engineer

Mr. Malave stated we are working with the contractor to get him scheduled out here to start the fence work. He has signed the contract, they are ordering materials, but the rain hasn't helped with his schedule.

Mr. Giercyk asked how did we do on the discount?

Mr. Showe stated it went down but not as much as we had hoped. I think it went down to about \$87,000.

Mr. Malave stated they need to provide us with the brick material so that someone can look at it and approve it.

Mr. Scheerer stated if it is close to what we have out there then it should be fine.

Mr. Giercyk stated we voted on a brick that was very close in color but not an exact match.

Mr. Wong joined the meeting at this time by telephone.

C. Manager

i. Approval of Check Register

On MOTION by Ms. Burgos seconded by Mr. Smyk with all in favor the check register was approved.

ii. Balance Sheet and Income Statement

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

iii. Presentation of Arbitrage Rebate Calculation Report

Mr. Showe reviewed the rebate calculation report that is required by the trust indenture and stated there is no amount that needs to be on deposit so we are in compliance with all our bond provisions and we are not making more money than we are legally allowed to on tax-exempt bonds.

iv. Approval of Fiscal Year 2020 Meeting Schedule

Mr. Showe stated we have made a few changes to the schedule. GMS has an office inside the Narcoossee CDD now in the shopping center and there is a conference room so we can save the \$25 per meeting that we pay to the library. We have rearranged the dates to mostly the fourth Monday of every month to accommodate the District Engineer and District Counsel who have meetings in the general area on that same day.

Mr. Smyk stated I can't make Mondays, but the Tuesdays work for me.

On MOTION by Mr. Smyk seconded by Mr. Giercyk with all in favor the Fiscal Year 2020 meeting schedule was approved reflecting the new meeting location and meetings on the following dates: November 19, 2019, January 28, 2020, March 24, 2020, May 19, 2020, July 28, 2020 and September 29, 2020.

SEVENTH ORDER OF BUSINESS

Other Business

There being none, the next item followed.

EIGHTH ORDER OF BUSINESS

Supervisors Requests

There being none,

On MOTION by Mr. Smyk seconded by Mr. Giercyk with all in favor the meeting adjourned at 3:22 p.m.


Secretary/Assistant Secretary
Chairman/Vice Chairman