

MINUTES OF MEETING
NARCOOSSEE
COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Narcoossee Community Development District was held Tuesday, March 23, 2021 at 3:00 p.m. at the Offices of GMS-CF, LLC, 6200 Lee Vista Boulevard, Suite 300, 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 by telephone
Rey Malave	District Engineer by telephone
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 the November 17,
2020 Meeting**

On MOTION by Ms. Burgos seconded by Mr. Smyk with all in favor the minutes of the November 17, 2020 meeting were approved as presented.

FOURTH ORDER OF BUSINESS

**Consideration of Resolution 2021-03
Providing for the Removal and Appointment
of Treasurer and Appointment of Assistant
Treasurer**

Mr. Showe stated the next item is Resolution 2021-03 changing the treasurer. Ariel Lovera, who was Treasurer will no longer be involved in the day to day operations of GMS and we are requesting that I be appointed as Treasurer and Katie Costa, the head accountant for this District, be appointed Assistant Treasurer.

On MOTION by Mr. Giercyk seconded by Ms. Burgos with all in favor Resolution 2021-03 appointing Jason Showe as Treasurer and Katie Costa as Assistant Treasurer was approved.

FIFTH ORDER OF BUSINESS

**Ratification of Non-Ad Valorem Assessment
Administration Agreement with the Orange
County Property Appraiser**

Mr. Showe stated this is the non-ad valorem assessment agreement with the Orange County Property Appraiser. They require that we enter into this agreement every year and I have already signed it and am asking the Board to ratify that action.

On MOTION by Mr. Smyk seconded by Mr. Giercyk with all in favor the non-ad valorem assessment administration agreement with the Orange County property appraiser was ratified.

SIXTH ORDER OF BUSINESS

**Discussion of E-Verify Memorandum and
Ratification of Execution of Memorandum of
Understanding**

Mr. Van Wyk stated there was a new law that came into effect this year that requires all public entities to register with and use the E-Verify System for all employees. We need to include some of that language in our vendor contracts so that we can make sure the vendors are on notice that we have to follow the E-Verification System, which they have to do anyway. There is no obligation on us to check their employees, that is their responsibility. We do have the right to cancel contracts if we believe they are violating the E-Verify System.

On MOTION by Ms. Burgos seconded by Mr. Giercyk with all in favor the execution of the E-Verify memorandum of understanding was ratified.

SEVENTH ORDER OF BUSINESS

**Review and Acceptance of Fiscal Year 2020
Drift Audit Report**

Mr. Showe gave an overview of the Fiscal Year 2020 audit report and stated there were no current year or prior year findings and it is a clean audit.

On MOTION by Mr. Smyk seconded by Mr. Giercyk with all in favor the Fiscal Year 2020 audit was accepted and staff was authorized to transmit the final report to the State of Florida.

EIGHTH ORDER OF BUSINESS

Discussion of Ziani Landscaping

Mr. Scheerer stated we received an email from Betsy regarding some improvements that were requested at the entrance to the Ziani community. She forwarded some pictures that I sent to Down to Earth and they said the photos sent were not the type of Podocarpus that she was referring to. This Friday at 10:30 a.m. the three of us are going to meet and take a look at the plan, maybe identify some other options instead of covering the wall on both sides, maybe select some areas to have full length wall coverage and maybe some color and more wall coverage. We will get some prices and go from there.

NINTH ORDER OF BUSINESS

Staff Reports

A. Attorney

i. Discussion of Rate Adjustment Notice

Mr. Van Wyk stated you have in your agenda package my annual fee increase letter. I want to make sure the Board knows that this is relating only to the hourly rate that we charge for things outside the District meeting and agenda prep and things like that. The charge for the monthly attendance at the meetings hasn't changed in 15 years, we keep that really low for you. The hourly rate would go up from \$350 to \$365 for me, a little bit less for less seasoned attorneys in the firm. The fees we are talking about that have been incurred over the last year or so are very small. I don't expect that you will see a significant increase in your costs other than the small hourly increase. The fee for monthly meetings is a flat fee if and when you hold a

meeting; if you don't hold a meeting we don't charge you for that and that number will remain the same.

Mr. Smyk asked is the Capital Conversations that is forwarded to us, is that charge at a paralegal rate?

Mr. Van Wyk stated we have 16 lawyers here that just do community development Districts and we represent over 300 of them. We have the lawyer who monitors everything that is going on in the legislature during this two-month period and prepares and sends out that Capital Conversation. Those costs are spread over all those Districts that receive that.

On MOTION by Mr. Smyk seconded by Ms. Burgos with all in favor the increase in legal fees was approved.

B. Engineer

There being none, the next item followed.

C. Manager

i. Approval of Check Register

On MOTION by Mr. Giercyk 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. Field Manager

There being none, the next item followed.

TENTH ORDER OF BUSINESS

Other Business

There being none, the next item followed.

ELEVENTH ORDER OF BUSINESS

Supervisors Requests

Mr. Giercyk stated along Dowden Road we were going to put in some hedges on the east end of the retention pond where we put up the fence. I don't see any hedges unless they went in yesterday.

Mr. Scheerer stated I will be there Friday morning and we will add that to the list.

TWELFTH ORDER OF BUSINESS

Next Meeting Date – May 25, 2021

Mr. Showe stated the next meeting is scheduled for May 25, 2021 and we will likely hold it here and we will present the proposed budget at that meeting. If you have any particular requests for your area, let us know in advance so that we can include that in the proposed budget.

On MOTION by Mr. Smyk seconded by Mr. Giercyk with all in favor the meeting adjourned at 3:25 p.m.
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Secretary/Assistant Secretary



Chairman/Vice Chairman