

MINUTES OF MEETING
NARCOOSEE
COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Narcoossee Community Development District was held Tuesday, November 16, 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
Peter Wong	Assistant Secretary
Betsy Burgos	Assistant Secretary by telephone

Also present were:

Jason Showe	District Manager
Roy Van Wyk	District Attorney
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 were no members of the public present.

THIRD ORDER OF BUSINESS

**Approval of the Minutes of the September 28,
2021 Meeting**

On MOTION by Mr. Smyk seconded by Mr. Giercyk with all in favor the minutes of the September 28, 2021 meeting were approved as presented.

FOURTH ORDER OF BUSINESS

Consideration of Agreement with Berger Toombs Elam Gaines & Frank to Provide Auditing Services for Fiscal Year 2021

On MOTION by Mr. Wong seconded by Mr. Giercyk with all in favor the engagement letter with Berger Toombs to perform the fiscal year 2021 audit was approved.

FIFTH ORDER OF BUSINESS

Consideration of Proposed Engineering Rate Increase

On MOTION by Mr. Giercyk seconded by Mr. Smyk with all in favor the proposed increase in engineering rates was approved.

SIXTH ORDER OF BUSINESS

Review of Proposals and Selection of Firm to Provide Landscape Maintenance Services

Mr. Showe stated we provided you with all three of the bids we received as well as the scoring sheet. The board needs to fill out the scoring sheet and we can get a compilation.

Mr. Smyk asked are we still within a contract with Down to Earth?

Mr. Scheerer responded yes. The board entered into an agreement at the last meeting to extend their contract and based on the results of the RFP the board could give a 30-day notice of termination.

Mr. Smyk asked what is the process if we don't want to go with one of these three bids?

Mr. Showe stated the process would be to reject all the bids received, and we can go out with the RFP again. It would be essentially the same document. We had five or six vendors that received the package and we received three bids.

Mr. Giercyk asked can we hold these bids for a certain period of time without rejecting them and maybe get three more bids?

Mr. Showe stated you can't; this is a public bidding process, these are the bids received. You have to decide from this group or reject them all and go back to bid. If you wanted to have discussion today and consider it at your January meeting we can do that.

Mr. Smyk stated there is a large increase in Down to Earth. How are we under contract and for how long. You said we extended one month.

Mr. Scheerer stated the board approved a new agreement, which is a 12-month agreement with a 30-day out clause. Their contract was up September 30th, at the meeting we brought you a

new contract with them that was approved by the board and sent to Down to Earth and as far as I know we got it back.

Mr. Smyk asked why did they agree with one contract and then provided a bid for more?

Mr. Scheerer stated they don't want to lose your business.

Mr. Showe stated that number is about six-years old, that is the original contract we signed two cycles ago with them and it hasn't included any increases and I believe there have been significant increases in the industry. Their first contract in 2012 at \$98,440 and that price has been stable over ten years.

Mr. Giercyk stated we have a contract until next September. Why don't we leave that contract in place and do a new bid next September?

Mr. Showe stated you can reject all these bids and keep the contract you have now for as long as they are amenable. Should they say we can't operate under this contract anymore, we need an increase as long as that increase falls under the bid threshold you can approve it. If it goes over the bid threshold we have to redo the bid process. We need to know well in advance of September where we would go because we have to do mailed notices.

Mr. Scheerer stated their bid is the only one under the bid threshold.

Mr. Showe stated you could do that but you would have to reject all of these bids. We are talking later about the administrative allocation, which may cause some mailed notices anyway. We do have numbers and can build these numbers into your budget.

Mr. Giercyk asked do you feel that Down to Earth will continue to do a good job?

Mr. Scheerer stated I really hope they are doing a good job because they know they had some shortcomings and they are not doing it thinking they are getting an increase in the contract.

Mr. Giercyk stated I haven't seen any change behind the house. A number of people I know have gotten their landscaper to landscape to the edge of the lake.

Ms. Burgos stated they don't do behind my house anymore.

Mr. Scheerer stated I will address that.

Mr. Showe stated given the bid threshold, if they came back in two or three months and said we need the \$180,000 and the board approves that we don't have to go out to bid, because that is under the bid threshold. If you think they are acceptable at that point and they are doing the job that we need them to do, we could give them that increase at that point and we would use the capital reserve for each community to offset it for this year.

Mr. Van Wyk stated under the rules you can reject all bids and stay with the current company and not do anything.

Mr. Smyk asked if we were to choose the bid with down to Earth, when would it become effective since we are already under contract?

Mr. Showe stated the RFP document says that they can't withdraw these bids before 60-days. You have a 60-day window to hold that price.

Mr. Van Wyk stated you would terminate one contract and enter into the new one. I don't know why you would want to do that at double the price.

Mr. Showe stated the best case scenario is you reject all bids today, we stick with Down to Earth and let them know that the board has been unsatisfied with their performance and we want to see how they respond. If they are satisfactory and come back with the same bid it is under the bid threshold and the board could accept that bid. Worst case scenario is you reject the bids, we are still not happy with them, we do the RFP process again and see what those bids are at that time. No matter when you do it we have numbers to go into the budget for that increase.

Mr. Scheerer stated I hear the same thing from every landscaper, the price of labor and materials have gone up and it is not going to get better.

On MOTION by Mr. Smyk seconded by Mr. Giercyk with all in favor all bids were rejected.

SEVENTH ORDER OF BUSINESS

Discussion of Administrative Allocation

Mr. Showe stated we were asked at the last meeting to bring back some scenarios for the admin allocation based on Mr. Wong's recommendations and we have provided those. Essentially making all the homes as one unit and leaving the commercial ERU where it was and it would decrease the allocation for Nona Crest and La Vina and the offsetting increases go to Nona Preserve and Parcels G & H.

Mr. Wong stated I have an outstanding issue on the number of units at the Camden apartments, based on the website on the property appraiser's site it shows 420 units, it is also on the Camden website as well. They all say 420 units built in 2011. I wonder if that 370 can be adjusted.

Mr. Showe stated if there is justifiable documentation that there are more units we can adjust that on the O&M side. I will adjust that on my spreadsheet. Unless there is further

discussion we will use that for the admin allocation as we go through the budget process. As we target landscape increases for all the communities this would be factored in. If you are going to factor in the landscape increase it is a good idea to do it at the same time.

EIGHTH ORDER OF BUSINESS

Staff Reports

A. Attorney

There being none, the next item followed.

B. Engineer

There being none, the next item followed.

C. Manager

i. Approval of Check Register

On MOTION by Mr. Smyk seconded by Mr. Wong 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

Mr. Scheerer stated I should have your column here next week. I did email Aaron and he is going to look into the pond mowing behind the homes in Ziani. He copied a new account manager Sidney, who I have met a couple times on another job and he may be helping Aaron out and I will follow-up on that. Mulch is in and we will deal with any possible sod problems inside Ziani. We are going to stay on these guys.

Mr. Smyk asked will you fill me in on the palm trees in Nona Crest?

Mr. Scheerer stated the lightning strike? I got a phone call and photos from Mr. Gregoire saying that the palm trees were looking bad from a direct lightning strike. We removed all four palm trees and contracted with Omegascaapes because they were cheaper and could get there a lot quicker and had the stump cut and stump grind I sent Jim several proposals for various palms, magnolias and I think they are trying to work within the confines of the HOA to see if they want

to put in one nice 13-foot clear trunk palm or want to remove a magnolia and install two 10-foot clear trunk palms, one in the front and one in the back. We will try to find a home r that magnolia because it is not that old.

NINTH ORDER OF BUSINESS

Other Business

There being none, the next item followed.

TENTH ORDER OF BUSINESS

Supervisors Requests

There being none, the next item followed.

ELEVENTH ORDER OF BUSINESS

Next Meeting Date – January 25, 2022

Mr. Showe stated the next meeting is scheduled for January 25, 2022.

On MOTION by Mr. Smyk seconded by Mr. Giercyk with all in favor the meeting adjourned at 4:02 p.m.

Secretary/Assistant Secretary

Chairman/Vice Chairman

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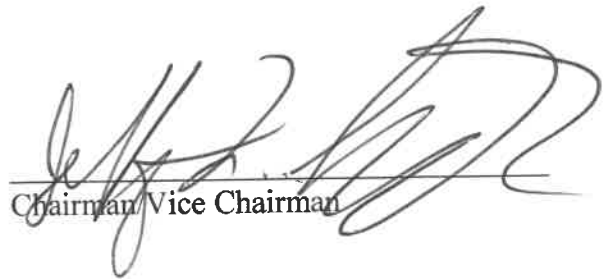
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