

MINUTES OF MEETING  
NARCOSSEE  
COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Narcoossee Community Development District was held Tuesday, March 22, 2022 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 <i>by telephone</i>
Peter Wong	Assistant Secretary

**Also present were:**

Jason Showe	District Manager
Meredith Hammock	District Attorney
Rey Malave	District Engineer <i>by telephone</i>
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**

**Organizational Matters**

**A. Acceptance of Resignation of Betsy Burgos**

On MOTION by Mr. Smyk seconded by Mr. Giercyk with all in favor Betsy Burgos' resignation was accepted.
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- B. Appointment of Individual to Fill Board Vacancy with a Term Ending November 2022**
  - C. Administration of Oath of Office to Newly Appointed Board Member**
  - D. Consideration of Resolution 2022-0-01 Appointing an Assistant Secretary**
- Items B, C, and D were tabled.

**FOURTH ORDER OF BUSINESS**

**Approval of the Minutes of the November 16, 2021 Meeting**

On MOTION by Mr. Smyk seconded by Mr. Giercyk with all in favor the minutes of the November 16, 2021 meeting were approved as presented.

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

**FIFTH ORDER OF BUSINESS**

**Consideration of Work Authorization 2022-02 with Dewberry**

Mr. Showe stated there is a new law that requires us to do a 20-year stormwater analysis and your engineer has put together a proposal to do that analysis. It will need to be updated every five years.

On MOTION by Mr. Wong seconded by Mr. Smyk with all in favor work authorization 2022-02 to prepare the stormwater needs analysis in the estimated amount of \$15,000 plus direct costs was approved.

**SIXTH ORDER OF BUSINESS**

**Consideration of Resolution 2022-02 Redesignating Registered Agent**

Mr. Showe stated next is a resolution to change the District's registered agent and registered address.

On MOTION by Mr. Giercyk seconded by Mr. Wong with all in favor Jason Showe was designated as the registered agent and his office address of 219 Livingston Street, Orlando, Florida 32801 was designated as the registered office for the Narcoossee CDD.

**SEVENTH ORDER OF BUSINESS                      Review and Acceptance of Fiscal Year 2021 Audit**

Mr. Showe stated it is a clean audit and on the last page are all the things they are statutorily required to review and there are no prior year findings or current year findings or recommendations.

On MOTION by Mr. Smyk seconded by Mr. Wong with all in favor the fiscal year 2021 draft audit was accepted and staff was authorized to transmit the final document to the State of Florida.

**EIGHTH ORDER OF BUSINESS                      Ratification of Non-Ad Valorem Administration Agreement with Orange County Property Appraiser**

Mr. Showe stated every year the Orange County property appraiser has us sign a new agreement for tax collection purposes. We have signed it and are asking the Board to ratify that action.

Mr. Wong asked do they charge for this because it says zero?

Mr. Showe stated the property appraiser doesn't charge but the tax collector takes out a portion for collection.

On MOTION by Mr. Wong seconded by Mr. Smyk with all in favor the Non-ad Valorem Administration Agreement with the Orange County property appraiser was ratified.

**NINTH ORDER OF BUSINESS                      Staff Reports**

**A. Attorney**

There being none, the next item followed.

**B. Engineer**

Mr. Wong asked do you have an update on the Econ Trail South?

Mr. Malave stated it was going through permitting last I heard but I will look into that.

Mr. Wong stated I would like to know whether it is on schedule or if anything changed.

Mr. Giercyk stated when they get ready to put that in, we are going to be very interested in knowing whether or not we can get them to pay for a wall to go along the retention pond to keep out the lights and noise from the road.

Mr. Malave stated I would put that in the ear of our commissioner. I will find out more detail.

**C. Manager**

**i. Approval of Check Register**

On MOTION by Mr. Smyk seconded by Mr. Giercyk 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 Report**

Mr. Scheerer stated I got a call from Steve about the lake in Ziani and thanks to his keen eye we found the contractor wasn't back there spraying due to an access issue. As you will recall we used to put in, in Ziani and that was removed, we went across the lake and was putting in the Nona Preserve but just found out it has been extremely wet and the truck got stuck a couple times so they are going to do a manual spray with either ATV or backpack. In the interim we are working on getting a credit back from Applied Aquatics for the time they missed spraying.

The flowers are going in Friday and we should be moving back here the first of April, the weekly service. We go to weekly to bi-weekly to once a month and now we will be back to weekly service.

I hope to have the two palm trees installed soon at Nona Crest and we will be grateful when they are done with widening of Narcoossee Road so they quit running over all our stuff.

Mr. Gregoire stated that also includes relocating the magnolia to the tract D pond by the corner of the fence.

Mr. Smyk stated the contract with Down to Earth is up in September. Have we done anything with bids?

Mr. Scheerer stated nobody has asked us for an increase. We are going to have to cross that bridge. In conversation with Jason, Down to Earth went from \$100,000 to \$185,000, OmegaScapes was \$225,000 and Yellowstone was nowhere near where anybody should be for

this community at \$250,000. The Board is going to have to decide in the budget if we want to take this up to \$185,000 or \$190,000 and Mr. Gregoire was leaning towards OmegaScapes for that but that is not going to be enough to do that. We were having a lot of problems, which is why we went through the bid process because we thought we weren't getting what we thought we should get but I don't see that right now. I think we are going to have to put money in there one way or another for 2023. If we have to deal with it for a little bit, which I don't think we do, on September 30<sup>th</sup> a new agreement will go into effect October 1 and that money that has been appropriated for landscape services would go right in line. You will have to make that choice as to what you want to do. I'm not seeing any concerns right now with Sydney being the new account manager for Down to Earth. They are doing the work at the price. I believe the approach to the Board was that we would look at that for 2023 and if we have to allocate more funding that is the time to do it.

Mr. Showe stated your next meeting is May 24<sup>th</sup> and that is when we will give you the proposed budget. If there is some direction from the Board at this stage if you want us to put the \$200,000 in the budget to see what it looks like we can do that.

Mr. Scheerer stated we can always bring it down at the final adoption.

Mr. Smyk stated that is where you should do your budget projections at the \$200,000 and then we will start it and see if we can take it down or if we need to go up.

Mr. Malave stated one of the things they are asking as part of our report on the stormwater is specific funding for stormwater. That might be a way of having a line item that associates what is stormwater, ponds, lakes and things of that nature, which include cutting the grass, spraying, etc. That might be something we will need information on so we can make sure we can show that we have adequate funding, which was one of the reasons the bill came across.

Mr. Showe stated if we are doing an assessment increase this room is not the place for that meeting because we will send out notices of an increase and expect some will show up. We will prepare a presentation and walk them through where we were, how we got here and tell the story and you will see all those documents before we get to that meeting. We will look for a different location that would accommodate more people.

#### **TENTH ORDER OF BUSINESS**

#### **Other Business**

There being none, the next item followed.

**ELEVENTH ORDER OF BUSINESS      Supervisors Requests**

Mr. Smyk stated for the Board vacancy I would like to reach out to the homeowners' association for the other neighborhoods and if we get no response, we get no response. I think we should reach out and say we have a vacancy.

Mr. Showe stated we can reach out and make some contacts.

Mr. Wong asked are you keeping an eye on any clear cutting at Nona Preserve?

Mr. Scheerer stated yes, we get a handful of people every once in a while, and Jason and I will have to run the letter by them again. We send it about once a year.

**TWELFTH ORDER OF BUSINESS      Next Meeting Date – May 24, 2022**

Mr. Showe stated the next meeting will be ~~May~~ 24, 2022 here in this location. We will look for a different location for the August public hearing.

On MOTION by Mr. Smyk seconded by Mr. Giercyk with all in favor the meeting adjourned at 3:29 p.m.

  
Secretary/Assistant Secretary

  
Chairman/Vice Chairman