

*Valencia Water  
Control District*

*Agenda*

*December 11, 2018*

# AGENDA

**VALENCIA WATER CONTROL DISTRICT  
NOTICE OF MEETING  
OF  
BOARD OF SUPERVISORS**

Please be advised that the Meeting of the Board of Supervisors of Valencia Water Control District will be held on Tuesday, December 11, 2018 at 1:00 P.M. in the **Lake Ridge Village Clubhouse, 10630 Larissa Street (Directions listed below)**. Attached is an Agenda for the meeting.

  
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George S. Flint, District Director

**DIRECTIONS TO MEETING:**

From Orlando go West on I-4 to the Beach Line Expressway (528); go east past International Drive to Orangewood Blvd.; Go South on Orangewood Blvd., through 4-way stop at Gateway, turn left on Larissa Street. Proceed to Lake Ridge Village Clubhouse on right.

**DISTRIBUTION**

James A. Gerard; William Ingle; Ed Neal; Debra Donton; David E. Mahler; Stephen F. Broome; Green Briar Village Clubhouse; Lake Ridge Village Clubhouse; Lime Tree Village Clubhouse; Montpelier Village Clubhouse; Parkview Pointe Village Clubhouse; Somerset Village Clubhouse; Deer Creek Village Clubhouse; Wingate Club; Lyle Spector, WHOA; and Tom Johnson, Orangewood HOA; Roy Miller, Waterview HOA; and Ken LaFrance, Windsor Walk.

*“Persons are advised that if they decide to appeal any decisions made at these meetings/hearings, they will need a record of the proceedings and for such purpose they may need to ensure that a verbatim record of the proceedings is made which includes the testimony and evidence upon which the appeal is to be based, per section 298.0105, Florida Statutes.”*

*“In accordance with the Americans with Disabilities Act, persons with disabilities needing a special accommodation should contact Valencia Water Control District at (407) 841-5524 x 101, not later than forty-eight hours prior to the meeting.”*

# AGENDA

December 11, 2018

VALENCIA WATER CONTROL DISTRICT  
BOARD OF SUPERVISORS MEETING  
1 P.M.  
LAKE RIDGE VILLAGE CLUBHOUSE  
10630 LARISSA STREET  
WILLIAMSBURG, ORLANDO, FLORIDA 32821

## Item

1. Call Meeting to Order
2. Appointment of Individual to Fulfill the Board Vacancy with a Term Ending June 2021
3. Approval of September 11, 2018 Minutes
4. General Fund Financial Reports
5. Engineer's Report
  - A. Presentation and Discussion of Capital Improvement
6. Attorney's Report
7. Director's Report
  - A. Consideration of Non-Ad Valorem Assessment Administration Agreement with the Orange County Property Appraiser
  - B. Presentation of Call Log
8. Other Business
9. Adjournment

## SECTION III

**MINUTES OF THE MONTHLY MEETING  
OF THE BOARD OF SUPERVISORS  
OF VALENCIA WATER CONTROL DISTRICT**

**September 11, 2018**

The monthly meeting of the Board of Supervisors of **VALENCIA WATER CONTROL DISTRICT** was held at 1:00 P.M. on Tuesday, September 11, 2018, in the Lake Ridge Village Clubhouse, Williamsburg Subdivision in Orlando, Florida. Present were Supervisors James Gerard, William Ingle, Ed Neal and Debra Donton. Also in attendance were the following: Stephen F. Broome, District Attorney; George S. Flint, District Director; David Mahler, District Engineer; Dan Brown, Sthern Environmental, Stacie Vanderbilt, District Administrative Assistant; Teresa Viscarra, District Accounts Payable; and Roy Miller, Waterview Resident.

**ITEM #1** **Call Meeting to Order**

Mr. Flint called the meeting to order at 1:00 PM.

**ITEM #2** **Approval of June 12, 2018 Minutes**

Mr. Flint stated the next item was the minutes from the June 12, 2018 annual meeting. He asked if there were any corrections, deletions or additions. There being none,

On MOTION by Ms. Donton seconded and carried, with all in favor the minutes of the June 12, 2018 Annual Meeting of the Board of Supervisors were approved.

**ITEM #3** **General Fund Financial Reports**

Mr. Flint stated that the financials were included in the agenda noted that they were about \$1,500 over budget due to projects and that interest was earned in savings.

Mr. Neal asked if the R&M General line item could be lumped in with another line item.

Ms. Viscarra stated she would look into it.

The District's financial reports for the period ending 8/31/18 were accepted as distributed.

**ITEM #4**

**Engineer's Report**

**A. Consideration of Second Modification to Permit #0455 – Sea World Aquatica Orlando Project 2019**

Mr. Mahler stated that Aquatica was changing one of their attractions and had to come back to the District for pervious and impervious areas. He advised that there was no change to the discharge amount and recommended approval.

On MOTION by Mr. Gerard, seconded and carried, with all in favor the second modification of Permit #0455 was approved.

**• License Agreement with Hubbard Construction (Under Director's Report)**

Mr. Mahler stated that Hubbard Construction needed to do some work within District boundaries for rip rap for FDOT right of way so a license agreement was entered into to protect the District. He stated that the agreement would hold Hubbard accountable and was a short term agreement that didn't need to be recorded.

**ITEM #5**

**Attorney's Report**

There being none, next item followed.

**ITEM #6**

**Director's Report**

**A. Review and Acceptance of Fiscal Year 2017 Audit Report**

Mr. Flint stated that the audited financial statements had been completed and transmitted to the State of Florida by the deadline. He noted that on page 17 of the report under management comments that there were no findings or recommendations that would indicate any financial trouble and that it was a clean audit.

On MOTION by Ingle seconded and carried, with all in favor the Fiscal Year 2017 audit report was accepted and staff action of transmitting the final report to the State of Florida was ratified.

**B. Ratification of License Agreement with Hubbard Construction Company**

*This item was previously discussed.*

On MOTION by Mr. Gerard seconded and carried, with all in favor the License Agreement with Hubbard Construction Company was ratified.

**C. Presentation of Call Log (Added)**

Mr. Flint stated that he passed out a call log to show the Board the types of resident customer calls that are received to the District office. He read through the log.

**ITEM #7**

**Other Business**

Mr. Gerard asked about the section in the audit report concerning the life of the equipment/property and what time period it started.

Ms. Viscarra explained the depreciation schedule.

Mr. Miller noted there was algae in the small pond in his neighborhood and asked about the fish. He stated there was a fish kill in one of the waterways back in March and that white birds were eating the fish and wondered if this disrupted the fish balance. He noted that the water quality was not the same and asked if it could have been from losing fish.

Mr. Flint stated he would check with the aquatic management contractor to check on the fish stocking.

Mr. Mahler explained the type of fish that are needed for the District's ponds and how they are regulated.

Mr. Flint stated that there was Hydrilla in the Area 1 pond so he approved the contractor to treat it and it would be reflected in the financials.

**ITEM #8**

**Adjournment**

On MOTION by Mr. Gerard, seconded and carried with all in favor the meeting was adjourned at 1:26 p.m.



September 11, 2018

Valencia Water Control District

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Stephen F. Broome, Secretary

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James A. Gerard

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William Von Ingle

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Ed Neal

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Debra Donton

# SECTION IV

**Valencia Water Control District**  
**Balance Sheet**  
 As of November 30, 2018

	Nov 30, 18
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
101200 · SunTrust Bank - Checking	123,304.52
101210 · Suntrust-Money Market Account	100,424.41
101400 · Cash- Reserves	152,553.91
101500 · Cash - Operating	50,851.27
102000 · Cash on hand	100.00
<b>Total Checking/Savings</b>	427,234.11
<b>Accounts Receivable</b>	
115000 · Accounts Receivable	-9,538.30
<b>Total Accounts Receivable</b>	-9,538.30
<b>Total Current Assets</b>	417,695.81
<b>Fixed Assets</b>	
164000 · Land	700,120.00
164190 · Structures	672,531.00
164290 · Canals	2,888,690.00
164590 · Ponds	1,245,537.00
166190 · Equipment & Office furniture	12,767.28
199000 · Accumulated Depreciation	-4,750,265.98
<b>Total Fixed Assets</b>	769,379.30
<b>TOTAL ASSETS</b>	1,187,075.11
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
202001 · Accounts payable	-1,051.68
<b>Total Accounts Payable</b>	-1,051.68
<b>Other Current Liabilities</b>	
217300 · FUTA/SUTA payable	27.00
<b>Total Other Current Liabilities</b>	27.00
<b>Total Current Liabilities</b>	-1,024.68
<b>Total Liabilities</b>	-1,024.68
<b>Equity</b>	
271000 · Fund balance-unreserved	364,105.24
271020 · Fund balance-unreserved-002	4,900.00
271100 · Fund Balance -Reserved	
271130 · Canals & Pond Maintenance	18,356.42
<b>Total 271100 · Fund Balance -Reserved</b>	18,356.42
280100 · Net Assets Capitalized	866,157.39
Net Income	-65,419.26
<b>Total Equity</b>	1,188,099.79
<b>TOTAL LIABILITIES &amp; EQUITY</b>	1,187,075.11

1:33 PM  
 12/04/18  
 Accrual Basis

**Valencia Water Control District**  
**Profit & Loss Budget vs. Actual**  
 October through November 2018

	Oct - Nov 18	Budget	\$ Over Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
319100 · Drainage tax assessment	6,506.27	35,000.00	-28,493.73
361001 · Interest earnings - GF	826.59	0.00	826.59
369000 · Other miscell. revenue	96.70	0.00	96.70
<b>Total Income</b>	<u>7,429.56</u>	<u>35,000.00</u>	<u>-27,570.44</u>
<b>Gross Profit</b>	7,429.56	35,000.00	-27,570.44
<b>Expense</b>			
511200 · Supervisor Compensation	0.00	250.00	-250.00
531000 · Assessment Roll Certification	2,500.00	2,500.00	0.00
531100 · Management Fees	8,133.34	8,133.32	0.02
531200 · Engineering services	4,200.00	6,200.00	-2,000.00
531300 · Legal services	2,000.00	2,000.00	0.00
531600 · Website Creation/Maintenance	100.00	100.00	0.00
531700 · Report Preparation - NPDES	1,590.00	4,166.66	-2,576.66
534100 · Aquatic weed control	14,012.13	5,833.32	8,178.81
534200 · Canal & retention pond	1,000.00	29,166.66	-28,166.66
534300 · Mowing	16,992.18	17,000.00	-7.82
534400 · Water quality monitoring	1,645.50	3,369.00	-1,723.50
534500 · Janitorial	131.00	333.32	-202.32
540000 · Travel & per diem	0.00	33.32	-33.32
541100 · Freight	0.00	33.32	-33.32
541200 · Postage	46.38	83.32	-36.94
541500 · Internet	269.80	250.00	19.80
543000 · Utility services	49.50	166.66	-117.16
544000 · Office Lease	2,163.36	2,163.32	0.04
544300 · Meeting Room Rental	0.00	50.00	-50.00
545000 · Insurance	11,000.00	12,650.00	-1,650.00
546300 · R&M - office	0.00	125.00	-125.00
546400 · R&M - security gates & signs	0.00	125.00	-125.00
547000 · Printing & binding	21.30	83.32	-62.02
549300 · Other chgs-miscellaneous	0.00	66.66	-66.66
549400 · Other chgs-NPDES	0.00	400.00	-400.00
549500 · Other chgs-legal advertising	0.00	200.00	-200.00
549600 · Other chgs- Banking Fees	0.00	50.00	-50.00
549700 · Other chgs-O.C. TaxColl	0.00	83.32	-83.32
549900 · Other Chrgs-OC Prop. Appr. Fee	5,388.00	5,408.00	-20.00
551000 · Office Supplies	431.33	166.66	264.67
552100 · Operating supplies	0.00	83.32	-83.32
554000 · Pubs, subscrips & members	1,175.00	2,150.00	-975.00
<b>Total Expense</b>	<u>72,848.82</u>	<u>103,423.50</u>	<u>-30,574.68</u>
<b>Net Ordinary Income</b>	<u>-65,419.26</u>	<u>-68,423.50</u>	<u>3,004.24</u>
<b>Net Income</b>	<u><u>-65,419.26</u></u>	<u><u>-68,423.50</u></u>	<u><u>3,004.24</u></u>

1:43 PM  
 12/04/18  
 Accrual Basis

**Valencia Water Control District**  
**Profit & Loss**  
 October through November 2018

	<u>Oct 18</u>	<u>Nov 18</u>	<u>TOTAL</u>
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
319100 · Drainage tax assessment	0.00	6,506.27	6,506.27
361001 · Interest earnings - GF	414.50	412.09	826.59
369000 · Other miscell. revenue	0.00	96.70	96.70
<b>Total Income</b>	<u>414.50</u>	<u>7,015.06</u>	<u>7,429.56</u>
<b>Gross Profit</b>	414.50	7,015.06	7,429.56
<b>Expense</b>			
531000 · Assessment Roll Certification	0.00	2,500.00	2,500.00
531100 · Management Fees	4,068.87	4,068.87	8,133.34
531200 · Engineering services	2,100.00	2,100.00	4,200.00
531300 · Legal services	1,000.00	1,000.00	2,000.00
531600 · Website Creation/Maintenance	50.00	50.00	100.00
531700 · Report Preparation - NPDES	1,590.00	0.00	1,590.00
534100 · Aquatic weed control	6,412.88	7,599.25	14,012.13
534200 · Canal & retention pond	1,000.00	0.00	1,000.00
534300 · Mowing	13,196.04	3,798.14	16,992.18
534400 · Water quality monitoring	1,645.50	0.00	1,645.50
634500 · Janitorial	131.00	0.00	131.00
541200 · Postage	42.30	4.08	46.38
541500 · Internet	134.90	134.90	269.80
543000 · Utility services	24.84	24.86	49.50
544000 · Office Lease	1,081.68	1,081.68	2,163.36
545000 · Insurance	11,000.00	0.00	11,000.00
547000 · Printing & binding	21.30	0.00	21.30
549900 · Other Chrgs-OC Prop. Appr. Fee	5,388.00	0.00	5,388.00
551000 · Office Supplies	314.92	116.41	431.33
554000 · Pubs, subscrips & members	1,175.00	0.00	1,175.00
<b>Total Expense</b>	<u>50,374.83</u>	<u>22,473.99</u>	<u>72,848.82</u>
<b>Net Ordinary Income</b>	<u>-49,960.33</u>	<u>-15,458.93</u>	<u>-65,419.26</u>
<b>Net Income</b>	<u><u>-49,960.33</u></u>	<u><u>-15,458.93</u></u>	<u><u>-65,419.26</u></u>

# SECTION VII

# SECTION A

## NON-AD VALOREM ASSESSMENT ADMINISTRATION AGREEMENT

An AGREEMENT made this 18<sup>th</sup> day of October, 2018 between **RICK SINGH, CFA**, as Orange County Property Appraiser (Property Appraiser) and **Valencia Drainage District**, (Taxing Authority), and is effective upon acceptance by both parties and through September 30, 2019.

1. The Taxing Authority desires to use the services of the Property Appraiser to maintain non-ad valorem assessments on the tax roll and the Property Appraiser is prepared to do so, on behalf of the Taxing Authority. Each party represents that it has satisfied all conditions necessary to enter into this agreement.

2. The Property Appraiser agrees to perform the following service for the Taxing Authority:

A. Create a Non-Ad Valorem Assessment Roll for the Taxing Authority for the 2019 tax roll year using data provided annually to the Property Appraiser's Office by the Taxing Authority per attached Calendar For Implementation Of Non-Ad Valorem Assessment Roll.

B. Provide the Taxing Authority with a data file in a compatible format on or before April 1, containing all parcels within the boundaries of the Taxing Authority to be used for the Taxing Authority's planning purposes in establishing its non-ad valorem assessments. Provide subsequent files or reports at request of the Taxing Authority.

C. Receive from the Taxing Authority its proposed or adopted non-ad valorem assessment levy for each type of property and extend that amount against each parcel of real property as stipulated by Taxing Authority.

D. Include the Taxing Authority's non-ad valorem assessments on the Notice Of Proposed Property Taxes And Proposed or Adopted Non-Ad Valorem Assessments mailed to all property owners in August of each year.

E. Receive from the Taxing Authority, corrections or changes to the roll and update the Non-Ad Valorem Assessment Roll for tax bills on or before September 15 of each year, the statutory deadline for certification of non-ad valorem assessments.

F. Deliver the Taxing Authority's Non-Ad Valorem Assessment Roll to the Orange County Tax Collector's Office so that tax bills mailed on or about November 1 will include the Taxing Authority's non-ad valorem assessment levies.



3. Taxing Authority agrees to perform the following acts in connection with this agreement:

A. Advise the property owners within the Taxing Authority in an appropriate and lawful manner of the Taxing Authority's intention to utilize the Uniform non-ad valorem assessment method described in Sections 197.3631 through 197.3635, Florida Statutes, and carry out its responsibilities under said sections.

B. Timely provide the Property Appraiser with information required to prepare the Uniform Non-Ad Valorem Assessment Roll per the Calendar For Implementation Of Non-Ad Valorem Assessment Roll.

C. Advise the property owners within the Taxing Authority as appropriate that the Property Appraiser's office is acting in a ministerial capacity for the Taxing Authority in connection with the non-ad valorem assessments.

D. Preparation and delivery of certificate of corrections directly to Tax Collector, with copy to Property Appraiser, for any corrections to a certified final tax roll.

4. The Taxing Authority shall use its best efforts in furnishing the Property Appraiser with up-to-date data concerning its boundaries, proposed assessments and other information as requested from time to time by the Property Appraiser and necessary to facilitate his making the assessment in question. The Property Appraiser shall, using the information provided by the Taxing Authority, place the District's non-ad valorem assessments, as made from time to time and certified to him, on properties within the district.

5. The Property Appraiser shall be compensated by the Taxing Authority for the administrative costs incurred in carrying out this Agreement. These costs include, but are not limited to labor, printing, forms, office supplies, computer equipment usage, postage, programming or any other associated costs.

On October 18, 2018, an administrative fee will be invoiced to the Taxing Authority equivalent to \$1 per parcel assessed with a non-ad valorem tax. Parcel counts supporting the invoiced fee will be determined based upon the most current certified non-ad valorem assessment roll. Any new assessments added to the tax roll that were not previously certified and invoiced an administrative fee, will be separately invoiced on or around July 15 and prior to mailing of the Notice of Proposed Property Taxes in August.

6. The specific duties to be performed under this agreement and their respective timeframes are contained in the Calendar For Implementation Of Non-Ad Valorem Assessment Roll, which is incorporated herein by reference.

7. This agreement constitutes the entire agreement between the parties and can only be modified in writing.

8. All parts of this Agreement not held unenforceable for any reason shall be given full force and effect.

9. All communications required by this agreement shall be in writing and sent by first class mail, email or facsimile to the other party.

Notices to the Taxing Authority shall be addressed to:

Falcon Trace CDD  
% Jason Showe  
Governmental Management Services  
135 W. Central Blvd., Ste 320  
Orlando, FL 32801  
jshowe@govmgtsvc.com  
(407)841-5524 x105

Notices to the Property Appraiser shall be addressed to:

Alena Safonava, Finance Department  
Orange County Property Appraiser  
200 S. Orange Ave., Suite 1700  
Orlando, FL 32801  
[asafonava@ocpafl.org](mailto:asafonava@ocpafl.org)  
(407)836-5039

10. TERMINATION. This Agreement may be terminated by either party upon written notice. If terminated on or before April 1, a 100% refund of fee will apply. If terminated between April 2 and July 15, a 50% refund of fee will apply. Property Appraiser will perform no further work after the written termination notice is received.

ORANGE COUNTY PROPERTY APPRAISER

Signed \_\_\_\_\_  
Rick Singh, CFA

Date \_\_\_\_\_

FALCON TRACE CDD

Name \_\_\_\_\_

Signed \_\_\_\_\_

Date \_\_\_\_\_

## CALENDAR FOR IMPLEMENTATION OF NON-AD VALOREM ASSESSMENTS

On or about April 1<sup>st</sup> - Property Appraiser to provide the Taxing Authority with an electronic file that includes parcel ID and any other information applicable or requested. Taxing Authority may request this file at any time after January 1st, but must understand that many splits/ combos, annexations, etc., may not be reflected early in the tax year and subsequent files may be necessary. If any additional information is required at any time by Taxing Authority, it should be requested of the Property Appraiser by Taxing Authority, allowing for a reasonable turnaround time. The file shall be in an ascii file, text or excel file, unless another format is requested and agreed upon between parties.

### June 1

- Property Appraiser distributes Best Estimate of Taxable Value to all Taxing Authorities.

### July 1

- Property Appraiser certifies Preliminary tax roll to all taxing authorities.
- Taxing Authority reviews all assessments and provides final approval for Notice of Proposed Property Taxes (TRIM)

### July 15

- Property Appraiser to invoice Administrative Fee for new parcels, if any, assessed and in excess of prior year certified non-ad valorem assessment roll parcel count.

### August 4

- Taxing Authority adopts its proposed millage rate and submits to the Property Appraiser for TRIM.

### August 24

- Last day Property Appraiser can mail TRIM notices to all property owners on the tax roll.

### September 4 - September 18

- Taxing Authority holds initial public budget hearing.

### September 14

- Taxing Authority certifies final non-ad valorem assessment roll to Property Appraiser on or before September 15 with any changes, additions or deletions to the non-ad valorem assessment roll since the TRIM notices.

### October

- Property Appraiser to mail Non-Ad Valorem Assessment Administration Agreement and invoice for non-ad valorem assessment processing for subsequent tax roll, based upon most recent certified non-ad valorem assessment roll parcel count.
- Property Appraiser delivers the Taxing Authority non-ad valorem assessment roll to the Tax Collector for collection of taxes on November 1 tax bills.

# SECTION B

Customer Call Log - Valencia Water Control District								
Date	Name	Subdivision	Address	Phone	Issue	Pond/Canal Name	Resolution	Date Resolved
11/19/18	Kathryn Pemberton	Deer Creek	5012 Damson Court	407-432-1155	Inquired what survey stakes were for in grassy area near pond behind her home	Deer Creek Pond 1B	George contacted moving contractor to review area and noted the stakes were there but wasn't clear who put them there. District property borders SFWMD property. Stacie called resident back and advised her that District hasn't been advised of any surveying in the area but that there is no development activity planned.	11/20/18