

*Valencia Water
Control District*

Agenda

November 14, 2023

AGENDA

AGENDA

November 14, 2023

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. Public Comment Period
3. Approval of August 8, 2023 Monthly Meeting Minutes
4. Presentation by Sea World Orlando on C5 Canal Design Concept
5. General Fund Financial Reports
6. Engineer's Report
 - A. Acknowledgement of Plans for Repairs at Discovery Cove – Pond 13 Outfall
 - B. Consideration of Permit # 0529 – Discovery Cove Project Pink Lady
7. Attorney's Report
8. Director's Report
 - A. Customer Call Log
 - B. Consideration of Non-Ad Valorem Assessment Administration Agreement with Orange County Property Appraiser
9. Other Business
10. Adjournment

MINUTES

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

August 8, 2023

The monthly meeting of the Board of Supervisors of **VALENCIA WATER CONTROL DISTRICT** was held at 1:00 P.M. on Tuesday, August 8, 2023, at the Lake Ridge Village Clubhouse, 10630 Larissa Street, Orlando, Florida. Physically present were Supervisors Debra Donton, Von Ingle, Brian Andrelczyk and Amanda Whitney. Supervisor Roy Miller was in attendance via telephone. Also, in attendance were the following: George Flint, District Director, Stephen Broome, District Counsel; David Mahler, District Engineer; Stacie Vanderbilt, District Administrative Assistant; and Dan Brown, Sthern Environmental.

ITEM #1

Call Meeting to Order

Mr. Flint called the meeting to order at 1:00 P.M. A quorum of four Board members were present.

ITEM #2

Public Comment Period

No members of the public were present to provide public comment.

Ms. Donton advised that Ms. Finkelstein told her that 1 person was caught on the lake.

ITEM #3

Approval of July 11, 2023 Annual Meeting Minutes

Mr. Flint stated the next item was the minutes from the July 11, 2023 annual meeting. He asked if there were any corrections, deletions, or additions.

On MOTION by Ms. Whitney, seconded by Mr. Ingle with all in favor the Minutes from the July 11, 2023 Monthly Meeting were approved as presented.
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ITEM #4

General Fund Financial Reports

Mr. Flint reviewed the financial statements with the Board and noted that they are close to 100% collected on assessments. The actuals look good and under budget. There were no questions from the Board.

ITEM #5

Engineer's Report

A. Permit #0528 – PAC I-Drive Apartments

Mr. Mahler stated this is part of the redevelopment of the golf course. The permit met all the criteria for approval.

On MOTION by Ms. Donton, seconded by Mr. Andrelczyk with all in favor Permit #0528 – PAC I-Drive Apartments, was approved.

Mr. Mahler stated Orange County working on the C-1 repair is underway. The 501 was reviewed and a failure was discovered on one side of the pipe. A grouting company needs to be contracted and he explained the process of grouting to the Board. Once grouting is done, a wall of rocks can be put in to hold everything in place.

Mr. Brown advised Mr. Andrelczyk that Sea World would need to make fencing that touched the property.

ITEM #6

Attorney's Report

Mr. Broome had nothing new to report to the Board.

ITEM #7

Director's Report

A. Customer Call Log

Mr. Flint reviewed the log with the Board. The Parkview Pointe call was about a strip of grass that was left un-mowed between District property and Valencia property, so Dan mowed it. The Somerset call was about Ms. Rearden putting several plantings and fencing all the way to the end of her property line and crossed the District's 20' easement area. Mr. Flint met with the homeowner to show where to move them and she was compliant. The Windsor Walk call was reporting an alligator but not enough information was given to send the trappers out. The first Deer Creek call was about Pond 4 needing treatment, the vendor went out and treated. The second Deer Creek call was about the HOA pond and wasn't a District issue.

ITEM #8

Other Business

Mr. Miller wondered about the follow up on the Waterview Preserve signs.

Mr. Flint stated the signs are ordered and will be installed soon at all of the locations.

ITEM #9

Adjournment

On MOTION by Mr. Andrelczyk, seconded by Mr. Ingle, the meeting was adjourned at 1:16 pm.

Stephen F. Broome, Secretary

William Von Ingle

Amanda Whitney

Debra Danton

Roy Miller

Brian Andrelczyk

SECTION V

Valencia
Water Control District

Unaudited Financial Reporting
October 31, 2023



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Valencia
Water Control District
Balance Sheet
October 31, 2023

	<i>General Fund</i>	<i>Capital Reserve Fund</i>	<i>Totals Governmental Funds</i>
Assets:			
<i>Current Assets</i>			
Cash - Truist Bank	\$ 95,856	\$ 276,814	\$ 372,670
Petty Cash	\$ 100	\$ 794,672	\$ 794,772
Investment:			
State Board of Administration	\$ 42,013	\$ -	\$ 42,013
Total Current Assets	\$ 137,970	\$ 1,071,486	\$ 1,209,456
<i>Fixed Assets</i>			
Land	\$ 700,120	\$ -	\$ 700,120
Structures	\$ 672,531	\$ -	\$ 672,531
Canals	\$ 2,888,690	\$ -	\$ 2,888,690
Ponds	\$ 1,245,537	\$ -	\$ 1,245,537
Equipment & Office Furniture	\$ 6,703	\$ -	\$ 6,703
Accumulated Depreciation	\$ (4,789,183)	\$ -	\$ (4,789,183)
Total Fixed Assets	\$ 724,398	\$ -	\$ 724,398
Total Assets	\$ 862,368	\$ 1,071,486	\$ 1,933,854
Liabilities:			
Accounts Payable	\$ -	\$ -	\$ -
Total Liabilities	\$ -	\$ -	\$ -
Fund Balances:			
Unassigned	\$ 129,449	\$ 1,071,486	\$ 1,200,935
Net Assets Capitalized	\$ 732,919	\$ -	\$ 732,919
Total Fund Balances	\$ 862,368	\$ 1,071,486	\$ 1,933,854
Total Liabilities & Fund Equity	\$ 862,368	\$ 1,071,486	\$ 1,933,854

Valencia

Water Control District

General Fund

Statement of Revenues, Expenditures, and Changes in Fund Balance For The Period Ending October 31, 2023

	Adopted	Prorated Budget	Actual		
	Budget	Thru 10/31/23	Thru 10/31/23	Thru 10/31/23	Variance
Revenues:					
Assessments - Tax Roll	\$ 552,179	\$ -	\$ -	\$ -	\$ -
Interest	\$ 2,000	\$ 167	\$ 200	\$ 200	\$ 33
Total Revenues	\$ 554,179	\$ 167	\$ 200	\$ 200	\$ 33
Expenditures:					
Administrative:					
Supervisor Fees	\$ 2,500	\$ 208	\$ -	\$ -	\$ 208
Engineering Fees	\$ 37,200	\$ 3,100	\$ -	\$ -	\$ 3,100
Attorney Fees	\$ 12,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ -
Annual Audit	\$ 5,200	\$ 5,000	\$ 5,000	\$ 5,000	\$ -
Assessment Roll Certification	\$ 5,000	\$ 5,000	\$ -	\$ -	\$ 5,000
Management Fees	\$ 53,280	\$ 4,440	\$ 4,440	\$ 4,440	\$ -
Information Technology	\$ 1,800	\$ 150	\$ 150	\$ 150	\$ -
Website Maintenance	\$ 1,200	\$ 100	\$ 100	\$ 100	\$ -
Insurance	\$ 14,400	\$ 14,400	\$ 13,614	\$ 13,614	\$ 786
Report Preparation - NPDES	\$ 15,000	\$ 1,250	\$ -	\$ -	\$ 1,250
Office Lease/Storage	\$ 3,000	\$ 250	\$ 216	\$ 216	\$ 34
Printing & Binding	\$ 500	\$ 42	\$ -	\$ -	\$ 42
Postage	\$ 600	\$ 50	\$ 4	\$ 4	\$ 46
Legal Advertising	\$ 2,500	\$ 208	\$ -	\$ -	\$ 208
Bank Fees	\$ 600	\$ 50	\$ 39	\$ 39	\$ 11
Other Current Charges	\$ 400	\$ 33	\$ -	\$ -	\$ 33
Office Supplies	\$ 350	\$ 29	\$ 0	\$ 0	\$ 29
Election Fees	\$ 4,250	\$ -	\$ -	\$ -	\$ -
Meeting Rental Fee	\$ 500	\$ 42	\$ -	\$ -	\$ 42
Property Appraiser Fee	\$ 5,417	\$ -	\$ -	\$ -	\$ -
Dues, Licenses & Subscriptions	\$ 1,675	\$ 140	\$ 175	\$ 175	\$ (35)
Total Administrative:	\$ 167,372	\$ 35,492	\$ 24,738	\$ 24,738	\$ 10,754
Operations & Maintenance					
Contracts:					
Aquatic Weed Control	\$ 40,000	\$ 3,333	\$ 2,322	\$ 2,322	\$ 1,011
Mowing	\$ 98,289	\$ 8,191	\$ 4,590	\$ 4,590	\$ 3,601
Water Quality Monitoring	\$ 19,746	\$ 1,646	\$ -	\$ -	\$ 1,646
Repairs & Maintenance:					
Canal & Retention Pond Maintenance	\$ 40,000	\$ 3,333	\$ -	\$ -	\$ 3,333
Security Gates & Signs	\$ 750	\$ 63	\$ -	\$ -	\$ 63
NPDES Inspection & Fees	\$ 6,000	\$ 500	\$ -	\$ -	\$ 500
Operating Supplies	\$ 500	\$ 42	\$ -	\$ -	\$ 42
Contingency	\$ 2,500	\$ 208	\$ -	\$ -	\$ 208
Total Operations & Maintenance:	\$ 207,785	\$ 17,315	\$ 6,912	\$ 6,912	\$ 10,403

Valencia

Water Control District

General Fund

Statement of Revenues, Expenditures, and Changes in Fund Balance For The Period Ending October 31, 2023

	Adopted	Prorated Budget	Actual	
	Budget	Thru 10/31/23	Thru 10/31/23	Variance
<i>Capital Improvements</i>				
Transfer Out - Capital Reserve	\$ 245,392	\$ -	\$ -	\$ -
Total Reserves	\$ 245,392	\$ -	\$ -	\$ -
Total Expenditures	\$ 620,549	\$ 52,808	\$ 31,651	\$ 21,157
Excess Revenues (Expenditures)	\$ (66,370)		\$ (31,451)	
Fund Balance - Beginning	\$ 66,370		\$ 160,900	
Fund Balance - Ending	\$ -		\$ 129,449	

Valencia

Water Control District

Capital Reserve

Statement of Revenues, Expenditures, and Changes in Fund Balance For The Period Ending October 31, 2023

	Adopted Budget	Prorated Budget Thru 10/31/23	Actual Thru 10/31/23	Variance
Revenues:				
Transfer In	\$ 245,392	\$ -	\$ -	\$ -
Interest	\$ 35,000	\$ 2,917	\$ 3,767	\$ 850
Total Revenues	\$ 280,392	\$ 2,917	\$ 3,767	\$ 850
Expenditures:				
Contingency	\$ 600	\$ 50	\$ 38	\$ 12
Capital Outlay	\$ 119,181	\$ 9,932	\$ -	\$ 9,932
Total Expenditures	\$ 119,781	\$ 9,982	\$ 38	\$ 9,944
Other Financing Sources/(Uses)				
Transfer In/(Out)	\$ -	\$ -	\$ -	\$ -
Total Other Financing Sources (Uses)	\$ -	\$ -	\$ -	\$ -
Excess Revenues (Expenditures)	\$ 160,611	\$ (7,065)	\$ 3,729	
Fund Balance - Beginning	\$ 1,066,244		\$ 1,067,757	
Fund Balance - Ending	\$ 1,226,855		\$ 1,071,486	

Valencia
Water Control District
Month to Month

	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Total
Revenues:													
Assessments - Tax Roll	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Interest	\$ 200	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 200
Total Revenues	\$ 200	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 200
Expenditures:													
Administrative:													
Supervisor Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Engineering Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Attorney Fees	\$ 1,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000
Annual Audit	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000
Assessment Roll Certification	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Management Fees	\$ 4,440	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,440
Information Technology	\$ 150	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 150
Website Maintenance	\$ 100	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100
Insurance	\$ 13,614	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 13,614
Report Preparation - NPDES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Office Lease/Storage	\$ 216	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 216
Printing & Binding	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Postage	\$ 4	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4
Legal Advertising	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Bank Fees	\$ 39	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 39
Other Current Charges	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Office Supplies	\$ 0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 0
Election Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Meeting Rental Fee	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Property Appraiser Fee	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Dues, Licenses & Subscriptions	\$ 175	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 175
Total Administrative:	\$ 24,738	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 24,738
Operations & Maintenance													
Contracts:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Aquatic Weed Control	\$ 2,322	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,322
Mowing	\$ 4,590	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,590
Water Quality Monitoring	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Repairs & Maintenance:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Canal & Retention Pond Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Security Gates & Signs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
NPDES Inspection & Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Operating Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Contingency	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Field Operations:	\$ 6,912	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,912
Capital Improvements													
Transfer Out - Capital Reserves	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Reserves	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditures	\$ 31,651	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 31,651
Excess Revenues (Expenditures)	\$ (31,451)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (31,451)

Valencia
Water Control District
Special Assessment Receipts
Fiscal Year 2024

Gross Assessments \$ 581,240.96 \$ 581,240.96
 Net Assessments \$ 552,178.91 \$ 546,366.50

ON ROLL ASSESSMENTS

<i>Date</i>	<i>Distribution</i>	<i>Gross Amount</i>	<i>Commissions</i>	<i>Discount/Penalty</i>	<i>Interest</i>	<i>Net Receipts</i>	100.00%	100.00%
							<i>O&M Portion</i>	<i>Total</i>
11/3/23	1	\$2,181.53	\$20.71	\$110.34	\$0.00	\$2,050.48	\$2,050.48	\$2,050.48
							\$0.00	\$0.00
							\$0.00	\$0.00
							\$0.00	\$0.00
							\$0.00	\$0.00
							\$0.00	\$0.00
							\$0.00	\$0.00
							\$0.00	\$0.00
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							\$0.00	\$0.00
							\$0.00	\$0.00
							\$0.00	\$0.00
							\$0.00	\$0.00
							\$0.00	\$0.00
							\$0.00	\$0.00
							\$0.00	\$0.00
TOTAL		\$ 2,181.53	\$ 20.71	\$ 110.34	\$ -	\$ 2,050.48	\$ 2,050.48	\$ 2,050.48

0.38%	Net Percent Collected
\$ 544,316.02	Balance Remaining to Collect

SECTION VI

SECTION B

Permit No. _____
(Assigned by V.W.C.D.)

PERMIT APPLICATION
Valencia Water Control District
c/o CPH, Inc.
1117 E. Robinson Street
Orlando, FL 32801
VWCD Office: (407) 841-5524 X 101 CPH, Inc. (407) 425-0452

(1) PROPOSED USE: DISCOVERY COVE PROJECT PINK LADY

(2) LOCATION OF WORK: Block: 0 Lot: 50 Subdivision: 6283
or Section: 13 Township: 24S Range: 28E

(3) DISTRICT WORKS INVOLVED: Canal C-5 (Receiving Water Only)

(4) OWNER OF PROPOSED WORK OR STRUCTURE: Phone #: 407-363-2125
Name: Jeffrey Schwartz, Sea World of Florida, LLC Title: Assistant Secretary
Address: 6240 Sea Harbor Drive Orlando FL 32821
(Street) (City) (State) (Zip)

(5) APPLICATION OTHER THAN OWNER: (if any) Phone #: 407-270-7800
Name: Da Huo / LandDesign Serving as: Civil Engineer
Address: 100 S. Orange Ave., Suite 200 Orlando FL 32801
(Street) (City) (State) (Zip)

(6) AREA PROPOSED TO BE SERVED: Give legal description and size in acres. Attach legal description if necessary. If land is platted, indicate Block, Lot and Subdivision. _____
See attached for legal description. The project area is 0.30 acres.

(7) CONSTRUCTION SCHEDULE: The proposed work, if permitted, will begin within 60 Calendar days of permit approval and be completed within 300 calendar days thereafter.

(8) This application, including sketches, drawings or plans and specifications attached contains a full and complete description of work proposed or use desired of the above described facilities of the District and for which permit is herewith applied. It shall be a part of any permit that may be issued. It is agreed that all work or the use of the District's facilities will be in accordance with the permit to be granted.

Submitted this 11th day of October, 2023

Signature of Property Owner (Officer of Corporation): _____

Print Name of Property Owner (Officer): Jeffrey Schwartz, Assistant Secretary

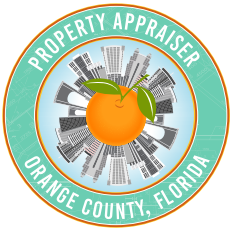
SECTION VIII

SECTION A

Customer Call Log - Valencia Water Control District

Date	Name	Subdivision	Address	Issue	Pond/Canal Name	Resolution	Date Resolved
8/28/23	Robert Hay	Somerset	5340 Seaton Hall	Called to ask that water levels in pond behind home be lowered ahead of hurricane. Had flooding on porch and in garage during Hurricane Ian last year.	Pond 2	Stacie V. explained that the ponds/waterways are not lowered ahead of storms as they are all connected to the street drains and each other and can cause greater damage if one is lowered.	8/28/23
8/28/23	Jorge Medina	Deer Creek	5226 Dorrington Lane	Called to complain about mower blowing grass clippings onto the homeowners' back yards and asked if they could mow where they go towards the water.	Deer Creek Pond 2	Stacie V. passed information onto Mr. Flint to advise mower.	8/28/23
9/18/23	N/A	Greenbriar/Waterview Reserve	N/A	Mr. Flint advised aquatic maintenance vendor to look at C-10 Canal vegetation through Greenbriar and to review small pond in Waterview to treat vegetation around edges.	C-10/Waterview Small Pond	N/A	9/18/23
9/27/23	Ursula Annunziata	Deer Creek	5414 Deer Creek Drive	Called about notice of Planned Development with multi-unit housing apartments and a hotel. Concerned about impact to District.	N/A	Stacie V. advised that project is outside of Valencia WCD boundaries so there is no action the District can take on it. Provided her with the Orange County assigned case planner contact information for the Tuscana Land Use Plan.	10/2/23
10/24/23	Michele Moradi (HOA)	Parkview Pointe	N/A	E-mailed asking for pond in community to be treated for browning algae.	Parview Pointe Pond	Stacie V. provided information to aquatic vendor to schedule treatment. Vendor advised treatment would be done on 10/26/23.	10/24/23
10/25/23	Chris - GCM Construction	Pac I-Drive Apartments	n/a	Called to inquire what was involved to draw from the waterways in order to do grading at their construction site. Referred to Permit #0528 approved by District.	n/a	Stacie V. directed him to District Engineer's office for guidance.	10/25/23
10/27/23	Jennifer	Deer Creek	5009 Delvin Court	Called to see if pond could be cleared of vegetation that has grown out of control and is producing snakes/vermin in her yard.	Deer Creek Pond 2	Stacie V. passed information onto Mr. Flint to review the area and advise if aquatic vendor would need to handle. Mr. Flint reviewed the area and sent to ariel photo to Mr. Mahler as vegetation is going through S-601 gate from the Shingle Creek area. Mr. Mahler advised that removal and treatment of the area to the south of the gate doesn't stop it from come through from Shingle Creek.	10/31/23
11/8/23	Ursula Annunziata	Deer Creek	5414 Deer Creek Drive	Called to ask that pond behind home be treated and notify that the pond where the "drain box" is has high grass in it.	Deer Creek Pond 4 & Pond 2	Stacie V. provided information to aquatic vendor to schedule treatment. Vendor advised treatment was done on 11/7 and that boat would be take out on 11/15 to address taller vegetation.	11/9/23

SECTION B



NON-AD VALOREM ASSESSMENT ADMINISTRATION AGREEMENT

An AGREEMENT made this 1st day of October 2023 between **AMY MERCADO** as Orange County Property Appraiser (Property Appraiser) and, **Valencia Water Control Drainage District** (Taxing Authority), and is effective upon acceptance by both parties and through, September 30, 2024.

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 precedent 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 2024 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.
 - C. Receive from the Taxing Authority its proposed or adopted non-ad valorem assessment levy for each type of property and apply that amount to 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 any other applicable Florida statute, 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 and accurate 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.
6. On 1st day of October of each applicable year, the administrative fee will be invoiced to the Taxing Authority equivalent to **\$0** 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.
7. 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.
8. This agreement constitutes the entire agreement between the parties and can only be modified in writing and signed by both parties.
9. All parts of this Agreement not held unenforceable for any reason shall be given full force and effect.
10. 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:

Valencia Water Control Drainage District
Jason Showe
Governmental Management Services
1408 Hamlin Avenue, Unit E
St. Cloud, FL 34771
jshowe@gmscfl.com
tviscarra@gmscfl.com
svanderbilt@gmscfl.com
(407)841-5524 x105

Notices to the Property Appraiser shall be addressed to:

Carmen Crespo, Director, Accounting and Finance
Orange County Property Appraiser
200 S. Orange Ave., Suite 1700
Orlando, FL 32801
ccrespo@ocpafl.org
(407) 836-5353

11. TERMINATION. This Agreement may be terminated by either party upon written notice. Property Appraiser will perform no further work after the written termination notice is received.
12. TERM. This Agreement shall continue until such time as either party terminates the Agreement pursuant to Paragraph 11, above.
13. GOVERNING LAW; VENUE. This Agreement shall be governed by the laws of the State of Florida. Any action to interpret or enforce any provision of this Agreement shall be brought in the State and Federal courts for Orange County, Florida.

ORANGE COUNTY PROPERTY APPRAISER

Signed _____
AMY MERCADO, MBA

Date _____

VALENCIA WATER CONTROL DRAINAGE DISTRICT

Name _____

Signed _____

Date _____

CALENDAR FOR IMPLEMENTATION OF NON-AD VALOREM ASSESSMENTS

On or about April 1st, 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

- The 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 3 – October 3

- Taxing Authority holds initial and final public budget hearing.

September 15

- 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.