Valencia Water Control District

Agenda

August 13, 2024

# AGENDA

## **AGENDA**

August 13, 2024

### VALENCIA WATER CONTROL DISTRICT BOARD OF SUPERVISORS MEETING 1 P.M.

### LAKE RIDGE VILLAGE CLUBHOUSE 10630 LARISSA STREET WILLIAMSBURG, ORLANDO, FLORIDA 32821

### <u>Item</u>

- 1. Call Meeting to Order
- 2. Public Comment Period
- 3. Organizational Matters Related to the Current Vacancy
  - A. Administration of Oath of Office to Newly Appointed Board Member
  - B. Appointment of District Deputy Secretary
- 4. Approval of July 9, 2024 Annual Meeting Minutes
- 5. General Fund Financial Reports
- 6. Engineer's Report
- 7. Attorney's Report
- 8. Director's Report
  - A. Customer Call Log
- 9. Other Business
- 10. Adjournment

# **MINUTES**

# MINUTES OF THE ANNUAL MEETING OF THE BOARD OF SUPERVISORS OF VALENCIA WATER CONTROL DISTRICT

### July 9, 2024

The annual meeting of the Board of Supervisors of VALENCIA WATER CONTROL DISTRICT was held at 1:03 P.M. on Tuesday, July 9, 2024, at the Lake Ridge Village Clubhouse, 10630 Larissa Street, Orlando, Florida. Physically present were Supervisors Roy Miller, Debra Donton, and Amanda Whitney; and William Von Ingle was on the phone. Also, in attendance were the following: George Flint, District Director; Stephen Broome, District Counsel; David Mahler, District Engineer; Stacie Vanderbilt, District Administrative Assistant; Dan Brown, Sthern Environmental; and Kenneth Bannon, Williamsburg HOA.

### **ITEM #1**

### **Call Meeting to Order**

Mr. Flint called the meeting to order at 1:03 P.M. A quorum of three Board members were present with William Von Ingle on the phone.

### **ITEM #2**

### **Public Comment Period**

No members of the public were present to provide comment.

### **ITEM #3**

### **Approval of June 11, 2024 Minutes**

Mr. Flint stated the next item was the minutes from the June 11, 2024 meeting. He asked if there were any corrections, deletions, or additions.

On MOTION by Ms. Whitney, seconded by Mr. Miller with all in favor the Minutes from the June 11, 2024 Monthly Meeting were approved, as presented.

### **ITEM #4**

### **General Fund Financial Reports**

Mr. Flint reviewed the June 30, 2024 financial statements with the Board and noted that everything was in order and they are almost fully collected on assessments. They transferred money to the Capital Reserve Fund that was budgeted.

### **ITEM #5**

Mr. Flint explained the memo to the Board that the State implemented recently. The requirement is due by October 1, 2024 and reported by December 2025. In the agenda, there were basic goals and objectives for now that could be more detailed to fit the Valencia WCD, should the Board choose to do so. He explained the three main sections of the goals and objectives proposed as a base for all special districts. The Board could choose to adopt these for now or change and enhance them.

Mr. Miller asked Goal 1.3, where do people go to access the public documents? The website isn't listed in this.

Mr. Flint responded these will go on the website but we can list the site in the goals.

On MOTION by Ms. Donton, seconded by Mr. Von Ingle, with all in favor the Goals and Objectives were approved and adopted subject to the website being added.

### **ITEM #6**

# Review and Acceptance of Fiscal Year 2023 Audit Report

Mr. Flint directed the Board to the management page of the audit. It was a clean audit.

On MOTION by Mr. Miller, seconded by Ms. Whitney, with all in favor the Fiscal Year 2023 Audit Report was accepted and actions by staff transmitting to the State was ratified.

### **ITEM #7**

### **Engineer's Report**

Mr. Mahler stated there are no new permits right now. We are currently working on the NPDES report that is due in November, and also on the C-9 canal project that is listed on the Capital Improvements Project listing. It is first on the list.

### **ITEM #8**

### Attorney's Report

Mr. Broome had nothing new to report to the Board. He stated he would reach out to SeaWorld relative to the B.A. resignation.

### **ITEM #9**

### **Director's Report**

### A. Customer Call Log

Mr. Flint reviewed the log with the Board. There was one call from a Windsor Walk resident and involved with the HOA that was in contact with Orange County Mosquito Control

that is offering to stock tilapia and gambusia fish in the ponds for free to help eat mosquito larvae. He has no objection to them providing the service since it's not part of the District's maintenance obligation.

### B. Approval of Fiscal Year 2025 Meeting Schedule

Mr. Flint stated the meeting schedule follows the normal schedule of the second Tuesday at 1:00 PM at the Lake Ridge Village Clubhouse.

On MOTION by Ms. Whitney seconded by Ms. Donton, with all in favor the Fiscal Year 2025 meeting schedule, was approved.

ITEM #10	Other Business
There	e being none,
ITEM #11	Adjournment
	On MOTION by Ms. Whitney, seconded by Mr. Miller, the meeting was adjourned at 1:23 pm.
	Stephen F. Broome, Secretary
Roy Miller	
William Von	ı Ingle
Debra Donto	on
Amanda Wh	itney

# SECTION V

Water Control District

Unaudited Financial Reporting July 31, 2024



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## **Water Control District**

## **Balance Sheet**

July 31, 2024

		General	Сај	pital Reserve	Totals			
		Fund		Fund	Gove	rnmental Funds		
Assets:								
Current Assets								
Cash - Truist Bank	\$	159,778	\$	206,644	\$	366,422		
Petty Cash	\$	100	\$	200,044	\$	100		
Investment:	Ψ	100	Ψ		Ψ	100		
State Board of Administration	\$	43,794	\$	1,079,714	\$	1,123,508		
Total Current Assets	<u></u> \$	203,672	\$	1,286,358	**************************************	1,490,030		
7 0 0 0 1 0 1 0 1 1 0 0 0 0 0 0 0 0 0 0	- T	200,012	<del></del>	1,200,000	- T	2,170,000		
Fixed Assets								
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	\$	(4,796,941)	\$	-	\$	(4,796,941)		
Total Fixed Assets	\$	716,640	\$	-	\$	716,640		
Total Assets	\$	920,312	\$	1,286,358	\$	2,206,670		
Liabilities:								
Accounts Payable	\$	_	\$	_	\$	_		
Accounts I ayable	Ψ		Ψ		Ψ			
Total Liabilities	\$	-	\$	-	\$	•		
Fund Balances:								
Unassigned	\$	203,672	\$	1,286,358	\$	1,490,030		
Net Assets Capitalized	\$	716,640	\$	-	\$	716,640		
<b>Total Fund Balances</b>	\$	920,312	\$	1,286,358	\$	2,206,670		
Total Liabilities & Fund Equity	\$	920,312	\$	1,286,358	\$	2,206,670		

### **Water Control District**

### **General Fund**

### Statement of Revenues, Expenditures, and Changes in Fund Balance For The Period Ending July 31, 2024

	Adopted	Proi	ated Budget		Actual		
	Budget	Thr	u 07/31/24	Thr	u 07/31/24	7	/ariance
Revenues:							
Assessments - Tax Roll	\$ 552,179	\$	552,179	\$	537,631	\$	(14,548)
Interest	\$ 2,000	\$	1,667	\$	1,995	\$	329
Total Revenues	\$ 554,179	\$	553,846	\$	539,626	\$	(14,219)
Expenditures:							
Administrative:							
Supervisor Fees	\$ 2,500	\$	2,083	\$	1,350	\$	733
Engineering Fees	\$ 37,200	\$	31,000	\$	22,768	\$	8,233
Attorney Fees	\$ 12,000	\$	10,000	\$	10,000	\$	-
Annual Audit	\$ 5,200	\$	5,200	\$	5,200	\$	-
Assessment Roll Certification	\$ 5,000	\$	5,000	\$	5,000	\$	-
Management Fees	\$ 53,280	\$	44,400	\$	44,400	\$	-
Information Technology	\$ 1,800	\$	1,500	\$	1,500	\$	-
Website Maintenance	\$ 1,200	\$	1,000	\$	1,000	\$	-
Insurance	\$ 14,400	\$	14,400	\$	13,614	\$	786
Report Preparation - NPDES	\$ 15,000	\$	12,500	\$	4,058	\$	8,443
Office Lease/Storage	\$ 3,000	\$	2,500	\$	1,512	\$	988
Printing & Binding	\$ 500	\$	417	\$	319	\$	98
Postage	\$ 600	\$	500	\$	377	\$	123
Legal Advertising	\$ 2,500	\$	2,083	\$	805	\$	1,279
Bank Fees	\$ 600	\$	500	\$	399	\$	101
Other Current Charges	\$ 400	\$	333	\$	-	\$	333
Office Supplies	\$ 350	\$	292	\$	80	\$	211
Election Fees	\$ 4,250	\$	4,250	\$	5,101	\$	(851)
Meeting Rental Fee	\$ 500	\$	417	\$	350	\$	67
Property Appraiser Fee	\$ 5,417	\$	5,417	\$	-	\$	5,417
Dues, Licenses & Subscriptions	\$ 1,675	\$	1,675	\$	175	\$	1,500
Total Administrative:	\$ 167,372	\$	145,467	\$	118,007	\$	27,460
Operations & Maintenance							
Contracts:							
Aquatic Weed Control	\$ 40,000	\$	33,333	\$	37,261	\$	(3,927)
Mowing	\$ 98,289	\$	81,908	\$	55,031	\$	26,876
Water Quality Monitoring	\$ 19,746	\$	16,455	\$	14,810	\$	1,646
Repairs & Maintenance:							
Canal & Retention Pond Maintenance	\$ 40,000	\$	33,333	\$	32,385	\$	948
Security Gates & Signs	\$ 750	\$	625	\$	615	\$	10
NPDES Inspection & Fees	\$ 6,000	\$	5,000	\$	1,875	\$	3,125
Operating Supplies	\$ 500	\$	417	\$	-	\$	417
Contingency	\$ 2,500	\$	2,083	\$	-	\$	2,083
Total Operations & Maintenance:	\$ 207,785	\$	173,154	\$	141,976	\$	31,178

### **Water Control District**

### **General Fund**

### Statement of Revenues, Expenditures, and Changes in Fund Balance For The Period Ending July 31, 2024

	Adopted		Pror	ated Budget		Actual		
		Budget	Thr	ı 07/31/24	Thr	1 07/31/24	Variance	
Capital Improvements								
Transfer Out - Capital Reserve	\$	245,392	\$	245,392	\$	245,392	\$	-
Total Reserves	\$	245,392	\$	245,392	\$	245,392	\$	-
Total Expenditures	\$	620,549	\$	564,013	\$	505,375	\$	58,638
Excess Revenues (Expenditures)	\$	(66,370)			\$	34,251		
Fund Balance - Beginning	\$	66,370			\$	169,421		
Fund Balance - Ending	\$	-			\$	203,672		

### **Water Control District**

### **Capital Reserve**

## Statement of Revenues, Expenditures, and Changes in Fund Balance $\,$

For The Period Ending July 31, 2024

	Adopted		ated Budget		Actual		
	Budget	Thr	u 07/31/24	Th	ru 07/31/24	7	/arian <i>c</i> e
Revenues:							
Transfer In	\$ 245,392	\$	245,392	\$	245,392	\$	-
Interest	\$ 35,000	\$	29,167	\$	43,434	\$	14,267
Total Revenues	\$ 280,392	\$	274,559	\$	288,826	\$	14,267
Expenditures:							
Contingency	\$ 600	\$	500	\$	392	\$	108
Capital Outlay	\$ 119,181	\$	99,318	\$	69,832	\$	29,485
Total Expenditures	\$ 119,781	\$	99,818	\$	70,224	\$	29,593
Excess Revenues (Expenditures)	\$ 160,611	\$	174,741	\$	218,602		
Fund Balance - Beginning	\$ 1,066,244			\$	1,067,757		
Fund Balance - Ending	\$ 1,226,855			\$	1,286,358		

### Water Control District

#### Month to Month

		0ct		Nov		Dec	Jan		Feb		Mar		Apr	May		Jun		Jul		Au	g	Sep	ot	Tota
Revenues:																								
Assessments - Tax Roll	\$	-	\$	24,725	\$ 183,	984 \$	51,868	\$	107,233	\$	63,351	\$ 2	9,457	\$ 50,993	\$ 1	15,609	\$	10,412	\$	-	\$	-	\$	537,631
Interest	\$	200	\$	195	\$	202 \$	203	\$	190	\$	202	\$	197	\$ 203	\$	198	\$	205	\$	-	\$	-	\$	1,995
Total Revenues	\$	200	\$	24,920	\$ 184.	186 \$	52,071	\$	107,423	\$	63,553	\$ 2	9,654	\$ 51,196	<b>¢</b> 1	15,807	\$	10,617	•	-	s	_	\$ <b>\$</b>	539,626
	Ψ	200	<b>J</b>	24,720	J 101,	100 \$	32,071	ų.	107,123	-	03,333	<u>, , , , , , , , , , , , , , , , , , , </u>	7,034	31,170	-	13,007	<b>.</b>	10,017	Ψ				<b>.</b>	337,020
Expenditures:																								
Administrative:																								
Supervisor Fees	\$	-	\$		-	- \$		\$	-	\$	250		200	\$ 200	\$	200		200	\$	-	\$	-	\$	1,350
Engineering Fees	\$	3,098	\$			965 \$		\$		\$			2,400	\$	\$		\$	-	\$	-	\$	-	\$	22,768
Attorney Fees	\$	1,000	\$	1,000	\$ 1,	000 \$	1,000	\$	1,000	\$	1,000	\$	1,000	\$ 1,000	\$	1,000	\$	1,000	\$	-	\$	-	\$	10,000
Annual Audit	\$	-	\$	-	\$	- \$	-	\$	-	\$	-	\$	-	\$ -	\$	5,200	\$	-	\$	-	\$	-	\$	5,200
Assessment Roll Certification	\$	5,000	\$	-	\$	- \$	-	\$	-	\$	-	\$	-	\$ -	\$	-	\$	-	\$	-	\$	-	\$	5,000
Management Fees	\$	4,440	\$	4,440	\$ 4,	140 \$	4,440	\$	4,440	\$	4,440	\$	4,440	\$ 4,440	\$	4,440	\$	4,440	\$	-	\$	-	\$	44,400
Information Technology	\$	150	\$	150	\$	150 \$	150	\$	150	\$	150	\$	150	\$ 150	\$	150	\$	150	\$	-	\$	-	\$	1,500
Website Maintenance	\$	100	\$	100	\$	100 \$	100	\$	100	\$	100	\$	100	\$ 100	\$	100	\$	100	\$	-	\$	-	\$	1,000
Insurance	\$	13,614	\$			- \$		\$	-	\$		\$	-	\$	\$		\$	-	\$		\$		\$	13,614
Report Preparation - NPDES	\$	,	\$			- \$		\$	_	\$		\$	830	\$	\$	2,695	\$	_	\$	_	\$	_	\$	4,058
Office Lease/Storage	\$	216	\$			216 \$		\$	216	\$		\$		\$	\$	2,000	\$		\$		\$		\$	1,512
· -	\$	210	\$		\$	24 \$		\$		\$		\$	90	\$	\$	57	\$	-	\$	-	\$	-	\$	319
Printing & Binding		- 4	-					\$								27	\$	-	Ψ.	-	\$	-		
Postage	\$	4	\$						44	\$		\$		\$	\$	27		-	\$	-	-	-	\$	377
Legal Advertising	\$	-	\$		\$	- \$		\$	-	\$		\$	208	\$ 430		-	\$	-	\$	-	\$	-	\$	805
Bank Fees	\$	39	\$		\$	39 \$		\$	41	\$		\$			\$	41		41	\$	-	\$	-	\$	399
Other Current Charges	\$	-	\$		\$	- \$		\$	-	\$		\$	-	\$	\$	-	\$	-	\$	-	\$	-	\$	-
Office Supplies	\$	0	\$	0	\$	18 \$	15	\$	19	\$	-	\$	16	\$ 1	\$	13	\$	-	\$	-	\$	-	\$	80
Election Fees	\$	-	\$	-	\$	- \$	-	\$	-	\$	-	\$	-	\$ 5,101	\$	-	\$	-	\$	-	\$	-	\$	5,101
Meeting Rental Fee	\$	-	\$	50	\$	- \$	50	\$	-	\$	50	\$	50	\$ 50	\$	50	\$	50	\$	-	\$	-	\$	350
Property Appraiser Fee	\$	-	\$	-	\$	- \$	-	\$	-	\$	-	\$	-	\$ -	\$	-	\$	-	\$	-	\$	-	\$	-
Dues, Licenses & Subscriptions	\$	175	\$	-	\$	- \$	-	\$	-	\$	-	\$	-	\$ -	\$	-	\$	-	\$	-	\$	-	\$	175
Total Administrative:	\$	27,836	\$	8,909	\$ 9,	115 \$	8,293	\$	8,714	\$	8,514	\$	9,806	\$ 14,767	<b>\$</b> 1	16,072	\$	5,981	\$	-	\$	-	\$	118,007
Operations & Maintenance																								
Contracts:	\$		\$		\$	- \$	_	\$		\$		\$		\$ _	\$		\$	_	\$		\$		\$	_
Aquatic Weed Control	\$	2,322	\$			322 \$		\$		\$			4,862	\$ 2,322		2.322		3,822	\$	-	\$	-	\$	37,261
•								\$ \$								,			-	-	-	-	-	
Mowing	\$	15,892	\$		-	- \$			-	\$		\$	-	\$ 15,104		15,104		4,340	\$	-	\$	-	\$	55,031
Water Quality Monitoring	\$	1,646	\$	1,646	\$ 1,	546 \$	1,646	\$	1,646	\$	1,646	\$	1,646	\$ 1,646	\$	1,646	\$	-	\$	-	\$	-	\$	14,810
Repairs & Maintenance:																								
Canal & Retention Pond Maintenance	\$	1,000	\$	,		000 \$		\$	1,000	\$		\$	1,000	\$ 24,385		1,000	\$	-	\$	-	\$	-	\$	32,385
Security Gates & Signs	\$	-	\$		4	- \$		\$	-	\$		\$	-	\$ 615		-	\$	-	\$	-	\$	-	\$	615
NPDES Inspection & Fees	\$	-	\$			375 \$	-	\$	-	\$	-	\$	-	\$ -	\$	-	\$	-	\$	-	\$	-	\$	1,875
Operating Supplies	\$	-	\$	-	\$	- \$	-	\$	-	\$	-	\$	-	\$ -	\$	-	\$	-	\$	-	\$	-	\$	-
Contingency	\$	-	\$	-	\$	- \$	-	\$	-	\$	-	\$	-	\$ - :	\$	-	\$	-	\$	-	\$	-	\$	-
Total Field Operations:	\$	20,860	\$	9,558	\$ 6,	343 \$	4,968	\$	4,968	\$	4,968	\$ 1	7,508	\$ 44,072	\$ 2	20,072	\$	8,162	\$	-	\$	-	\$	141,976
<u>Capital Improvements</u>																								
Transfer Out - Capital Reserves	\$	-	\$	-	\$	- \$	-	\$	245,392	\$	-	\$	-	\$ -	\$	-	\$	-	\$	-	\$	-	\$	245,392
Total Reserves	\$		\$	-	\$	- \$		\$	245,392	\$	-	\$	-	\$ -	\$	-	\$	-	\$	-	\$	-	\$	245,392
Total Expenditures	\$	48,696	\$	18,466	\$ 15,	958 \$	13,260	\$	259,074	\$	13,481	\$ 2	7,314	\$ 58,839	<b>\$</b> 3	36,143	\$	14,143	\$	-	\$	-	\$	505,375

### **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

							100.00%	100.00%
Date	Distribution	Gross Amount	Commissions	Discount/Penalty	Interest	Net Receipts	O&M Portion	Total
11/3/23	1	\$2,181.53	\$20.71	\$110.34	\$0.00	\$2,050.48	\$2,050.48	\$2,050.48
11/14/23	2	\$5,493.59	\$52.76	\$217.98	\$0.00	\$5,222.85	\$5,222.85	\$5,222.85
11/28/23	3	\$18,361.18	\$176.28	\$733.42	\$0.00	\$17,451.48	\$17,451.48	\$17,451.48
12/05/23	4	\$32,105.09	\$308.21	\$1,283.85	\$0.00	\$30,513.03	\$30,513.03	\$30,513.03
12/12/23	5	\$115,214.90	\$1,106.08	\$4,607.27	\$0.00	\$109,501.55	\$109,501.55	\$109,501.55
12/19/23	6	\$45,896.80	\$440.61	\$1,835.53	\$348.58	\$43,969.24	\$43,969.24	\$43,969.24
01/10/24	7	\$54,572.61	\$523.91	\$2,181.12	\$0.00	\$51,867.58	\$51,867.58	\$51,867.58
02/13/24	8	\$112,827.68	\$1,083.17	\$4,511.03	\$0.00	\$107,233.48	\$107,233.48	\$107,233.48
03/13/24	9	\$62,931.04	\$604.20	\$2,511.42	\$3,535.19	\$63,350.61	\$63,350.61	\$63,350.61
04/11/24	10	\$30,963.47	\$297.55	\$1,208.80	\$0.00	\$29,457.12	\$29,457.12	\$29,457.12
05/13/24	11	\$53,131.68	\$515.08	\$1,623.96	\$0.00	\$50,992.64	\$50,992.64	\$50,992.64
06/14/24	12	\$13,951.47	\$136.99	\$252.14	\$2,046.49	\$15,608.83	\$15,608.83	\$15,608.83
07/11/24	13	\$10,412.18	\$0.00	\$0.00	\$0.00	\$10,412.18	\$10,412.18	\$10,412.18
	TOTAL	\$ 558,043.22	\$ 5,265.55	\$ 21,076.86	\$ 5,930.26	\$ 537,631.07	\$ 537,631.07	\$ 537,631.07

98.40%	Net Percent Collected
\$ 8,735.43	<b>Balance Remaining to Collect</b>

# **SECTION VIII**

# SECTION A

	Customer Call Log - Valencia Water Control District												
Date	Name	Subdivision	Address	Issue	Pond/Canal Name	Resolution	<b>Date Resolved</b>						
				Called to complain that mowers are blowing large amounts of grass clippings onto his and his neighbor's yards. Wanted to know if there was a better way the mowing could be done to avoid		Mr. Flint notified the mowing vendor to advise a solution to the resident's issues. Vendor advised that the growth was heavy due to all the rains and that they try to keep the clippings completely away from the water. Bagging clippings would be very costly as it's outside the primary scope of the							
7/22/24	Jorge Medina	Deer Creek	5226 Dorrington Lane	the clippings going into the yards. Like the water or bagging it.	Deer Creek Pond 2	maintenance agreement. Stacie V. notified resident that Director would speak to vendor.	7/22/24						
. ,				Sent e-mail with another picutre of grass clippings in his yard advising that		Mr. Flint reached back out to vendor to come up with solution and would also schedule to review the area. Stacie V. notified resident that Director and vendor were working on a solution where the clippings aren't also going into the water as it							
8/2/24	Jorge Medina	Deer Creek	5226 Dorrington Lane	the issue is persisting.	Deer Creek Pond 2	breeds algae.	8/6/24						