

## **MINUTES OF MEETING**

### ***EVEREST GMR COMMUNITY DEVELOPMENT DISTRICT BOARD OF SUPERVISORS' MEETING***

***Wednesday, November 13, 2024, at 11:00 a.m.***

***8298 W Irlo Bronson Memorial Hwy,  
Kissimmee, FL 34747***

Board Members present at roll call:

David Portwood Sr.	Chairperson
Sean Palmer	Assistant Secretary
Raquel Marte-Lluberes	Assistant Secretary
David Reed	Vice Chairperson

Also Present:

Jane Gaarlandt	PFM Group Consulting LLC	
Kwame Jackson	PFM Group Consulting LLC	(via phone)
Verona Griffith	PFM Group Consulting LLC	(via phone)
Jonathan Johnson	Kutak Rock LLP	(via phone)
Kyle Magee	Kutak Rock LLP	(via phone)
Jordan Draper	Kimley-Horn	(via phone)

## **FIRST ORDER OF BUSINESS**

### **Administrative Matters**

#### **Call to Order to Confirm Quorum**

Ms. Gaarlandt called the meeting to order at approximately 11:17 a.m. The Board Members and District staff in attendance are outlined above.

Ms. Gaarlandt stated that the newly elected Board members were sworn in prior to this meeting.

## **SECOND ORDER OF BUSINESS**

### **Public Comment Period**

There were no members of the public present.

## **THIRD ORDER OF BUSINESS**

### **Business Matters**

#### **Consideration of Permitting Matters**

Ms. Gaarlandt noted that District Counsel had requested to change the order of the agenda items.

Mr. Johnson explained that this item would authorize Mr. Draper and the District to take over responsibility for the transfer of water management permitting matters from the developer. He further stated that this would apply to the eminent domain matter for the District in that the District would expand control of the water management to include the Phase 3 portion or the Walgreens parcel area.

On MOTION by Mr. Portwood, seconded by Mr. Reed, with all in favor, the Board authorized District staff to proceed with permit modification.

#### **FOURTH ORDER OF BUSINESS**

#### **Discussion of Drainage Easement with the Central Florida Tourism Oversight District**

Mr. Johnson explained that this document addresses the contributions that the District has made to drainage facilities owned and maintained by the tourism district. He noted that the document had been circulated for review.

There was discussion surrounding the schedule of payments and what the agreement entails.

On MOTION by Mr. Portwood, seconded by Ms. Marte-Lluberes, with all in favor, the Board authorized the Chair to approve the final document, provided there are no substantial changes.

Mr. Johnson left the meeting at approximately 11:35 a.m.

#### **FIFTH ORDER OF BUSINESS**

#### **Resolution 2025-01, Canvassing and Certifying the Results of the Landowner's Election**

Ms. Gaarlandt stated that Sean Palmer received 17 votes and Raquel Marte-Lluberes and David Reed both received 100 votes, so Mr. Palmer will serve a two-year term and Ms. Marte-Lluberes and Mr. Reed will both serve four-year terms.

On MOTION by Mr. Portwood, seconded by Mr. Reed, with all in favor, the Board approved Resolution 2025-01, Canvassing and Certifying the Results of the Landowner's Election.

## **SIXTH ORDER OF BUSINESS**

### **Resolution 2025-02, Electing District Officers**

Ms. Gaarlandt reviewed the current slate of officers and stated that they could remain the same and the Board had no additional suggestions or edits.

On MOTION by Ms. Marte-Lluberes, seconded by Mr. Portwood, with all in favor, the Board approved Resolution 2025-02, Electing District Officers with Mr. David Portwood Sr. as Chairperson, Mr. David Reed as Vice Chairperson, Ms. Jane Gaarlandt as Secretary, Mr. Sean Palmer, Ms. Raquel Marte-Lluberes, Ms. Rossie Franco, and Mr. Kwame Jackson as Assistant Secretaries, Ms. Jennifer Glasgow as Treasurer, and Ms. Amanda Lane, Mr. Rick Montejano, Ms. Verona Griffith, and Ms. Amy Champagne as Assistant Treasurers.

## **SEVENTH ORDER OF BUSINESS**

### **Consideration of the Minutes of the:**

- a) **September 11, 2024, Board of Supervisors' Meeting**
- b) **November 5, 2024, Landowner's Election Meeting**

The Board reviewed the minutes.

On MOTION by Ms. Marte-Lluberes, seconded by Mr. Palmer, with all in favor, the Board approved the Minutes of the September 11, 2024, Board of Supervisors' Meeting and the November 5, 2024, Landowners' Election Meeting.

## **EIGHTH ORDER OF BUSINESS**

### **Ratification of Fiscal Year 2025 Egis Insurance Proposal**

Ms. Gaarlandt stated that this insurance proposal was already reviewed by the Chair and is within the District's budget.

Mr. Reed inquired if automobile coverage was included, and Ms. Gaarlandt stated that she will verify the details with the insurance carrier.

Mr. Reed suggested adding theft and fraud protection due to the high numbers of web-based instances.

On MOTION by Mr. Portwood, seconded by Mr. Reed, with all in favor, the Board ratified the Fiscal Year 2025 Egis Insurance Proposal, subject to verification of cyber fraud coverage.

**NINTH ORDER OF BUSINESS**

**Ratification of Fiscal Year 2024  
Auditor Engagement Letter**

Ms. Gaarlandt stated that the letter had been reviewed by the Chair and is within the District's budget.

On MOTION by Mr. Palmer, seconded by Mr. Reed, with all in favor, the Board ratified the Fiscal Year 2024 Auditor Engagement Letter.

**TENTH ORDER OF BUSINESS**

**Consideration of Funding Request  
Nos. 76 – 78**

Ms. Gaarlandt stated that these are all standard District expenses. The Board reviewed the Funding Requests.

Ms. Marte-Lluberes inquired if the insurance cost would change after the potential addition of the cyber fraud coverage and Ms. Gaarlandt stated that the insurance coverage would change and the District would be billed accordingly.

On MOTION by Ms. Marte-Lluberes, seconded by Mr. Portwood, with all in favor, the Board approved Funding Request Nos. 76 – 78.

**ELEVENTH ORDER OF BUSINESS**

**Review of Monthly Financials**

Ms. Gaarlandt stated that the monthly financials are through October 31, 2024.

Mr. Reed asked when the Fiscal Year runs, and Ms. Gaarlandt confirmed that the Fiscal Year runs from October 1 through September 30.

There was discussion surrounding the overall budget process. No action was required by the Board.

**TWELFTH ORDER OF BUSINESS**

**Staff Reports**

**District Counsel –** No report.

**District Engineer –** No report.

**District Manager –** Ms. Gaarlandt stated that the next meeting is scheduled for December 11, 2024. She reminded the Board of the required ethics training due by December 31, 2024.

**THIRTEENTH ORDER OF BUSINESS**

**Supervisor Requests and Audience Comments**

There were no Supervisor requests or audience comments.

**FOURTEENTH ORDER OF BUSINESS**

**Adjournment**

There was no further business to discuss. Ms. Gaarlandt requested a motion to adjourn.

ON MOTION by Ms. Marte-Lluberes, seconded by Mr. Palmer, with all in favor, the November 13, 2024, Board of Supervisors' Meeting for the Everest GMR Community Development District was adjourned at approximately 12:00 p.m.

  
Secretary / Assistant Secretary

  
Chairman / Vice Chairman