

MINUTES

PORT LABELLE COMMUNITY DEVELOPMENT DISTRICT

BOARD OF SUPERVISORS' MEETING

September 6, 2018

A meeting of the Board of Supervisors of the Port LaBelle Community Development District was called to order at 5:32 p.m. on Thursday September 6, 2018 by Vice Chairman, Jeff Perry who verified a quorum was present and the meeting had been legally advertised.

Those present at the meeting were:

Jeff Perry – Vice Chair & Board Member
Nancy Imhoff – Secretary & Board Member
David Capitanio – Assistant Secretary & Board Member
Judi Kennington-Korf – General Manager
Lupe Taylor – District Recording Secretary
Jeff Daniels – Field Supervisor
Robert Pritt – District Attorney
Tommy Perry – District Engineer

Mike Jordan – Treasurer & Board Member (Excused)
Jason Martinez – Chairman & Board Member (Excused)

The meeting opened with prayer led by Mr. Pritt followed by the Pledge of Allegiance.

Tentative Budget Public Hearing

Vice Chairman Perry announced the 2018-2019 Tentative Budget Public Hearing was advertised and was open.

Vice Chairman Perry asked if there was any public comment, there was none.

Ms. Kennington-Korf informed the Board the 2017-18 millage rate is 5.7494% with a GF budget of \$951,851.51 (amended to \$946,556.61 after an adjustment from the audited fund balance). During the July 26th Proposed Budget Public Hearing, to allow for greater flexibility, the Board selected Option B listed below. The options listed herein relate solely to a road improvement capital project:

a. Option A: \$944,609.72 with a millage rate of 4.8866% (includes \$50,000 for road improvements).

b. Option B: \$944,609.72 with a millage rate of 5.4259% (includes \$100,000 for road improvements).

c. Option C: \$894,609.72 with a millage rate of 4.3472% (includes no allowance for road improvements).

After discussing the overall budget and options, the Board selected Option B

Upon motion duly made by Supervisor Imhoff seconded by Vice Chairman Perry and unanimously carried, in compliance with § 200.065(2)(c), be it RESOLVED AND APPROVED the Port LaBelle Community Development District adopts Resolution 2018-4, a tentative millage rate levy of 5.4259 for fiscal year October 1, 2018 - September 30, 2019.

The motion passed at 5:38 PM

Vice Chairman Perry called roll.

- Supervisor Capitanio – Yes
- Supervisor Imhoff – Yes
- Vice Chairman Perry - Yes

Upon motion duly made by Vice Chairman Perry seconded by Supervisor Capitanio and unanimously carried, in compliance with §200.065(2)(c), be it RESOLVED AND APPROVED the Port LaBelle Community Development District adopts Resolution 2018-5, a tentative General Fund budget of \$944,609.72 funded by ad valorem taxes and other general revenue and a tentative Capital Projects Fund budget of \$2,018,246.24 funded by restricted reserves held by the District for fiscal year October 1, 2018 – September 30, 2019

The motion passed at 5:39 PM

Vice Chairman Perry called roll.

- Supervisor Capitanio – Yes
- Supervisor Imhoff – Yes
- Vice Chairman Perry - Yes

Vice Chairman Perry advised the Board the date for Final Budget Public Hearing was set for September 17, 2018 at 5:30 PM in the District office.

Vice Chairman Perry asked if there was any public comment, there was none.

Vice Chairman Perry adjourned the Public Hearing at 5:40 PM.

Consent Agenda: Verification of proper meeting notice; Verification of a quorum; Approval of meeting minutes July 26, 2018

Upon motion duly made by Vice Chairman Perry seconded by Supervisor Imhoff and unanimously carried, it was RESOLVED AND APPROVED the Consent Agenda were adopted as presented.

General Manager's Report

Item A. Ms. Kennington-Korf provided a summary of professional services agreements and/or contracts for fiscal year 2018-19:

Expense Contracts and Agreements:

Accounting Services, LaBelle CPA:

The term of the accounting contract began January 26, 2012 for an initial period of three years with a one-year extension. Although the extension expired January 26, 2016, the firm agreed to continue service through September 30, 2019 with the same terms and conditions.

Attorney/Legal Services, Roetzel & Andress:

The term of the legal services contract is more of a continuous retainer agreement. The firm charges \$800 per month for the retainer; for non-routine matters the firm charges \$215 per hour, litigation \$260 per hour, and eminent domain at the market rate. The firm has agreed to continue the terms through September 30, 2019.

Auditing Services, Tuscan & Company, PA:

The term for auditing services is for a three-year contract with Tuscan and will end September 30, 2019. There is a provision for a three-year extension. The Board previously decided to advertise for bids after the 2018 audit is conducted.

Engineering and Surveying Services, Johnson-Prewitt & Associates, Inc.:

Mr. Tommy Perry agreed to continue the terms of the agreement and the attached rate schedule, through September 30, 2019.

MIS/IT Computer Services:

Services related to computer technology are provided through the annual Interlocal Government Agreement with the Barron Water Control District and are provided by Jon Ladd, Kingsway Solutions in the amount of \$300 per month.

Web Hosting and Email Service, Sunshine Web Hosting

The term for webhosting and email services is an annual contract in the amount of \$300 and is provided by Ray Leventhal.

Revenue Contracts and Agreements:

Glades County Mowing Services Revenue

The term of the Glades County two-year mowing contract is 10/1/2018–9/30/2020.

The Glades County Mowing agreement was adopted by the Glades County Board on July 10th 2018 with a change on the second page first sentence by their attorney. The District was not advised of the change until it was received.

Attorney Pritt advised the legal language added is: Glades County, after one (1) year, has the right to terminate this Intergovernmental Agreement immediately upon written notice to the other party). This gives Glades County the option to terminate contract after the first year of the two year contract.

Hendry County Mowing Services Revenue

The term of the Hendry County three-year mowing contract is 10/1/2017–9/30/2020.

Office Lease, Rising Starz Child Care

The term of the office lease is five-years and terminates September 30, 2021.

Ms. Kennington-Korf advised the terms of the contracts are satisfactory. Authorization from the Board is needed for the General Manager to execute the contracts or agreements herein described requiring execution.

Upon motion duly made by Supervisor Capitanio seconded by Supervisor Imhoff and unanimously carried, it was RESOLVED AND APPROVED the Board authorizes the General Manager to execute the 2018-19 annual contracts as required.

Item B. As required by §189.015, the governing body of each special district must notify local governing authorities of their annual meeting schedule:

All meetings of the District are held at 5:30 PM in the office located at 3293 Dellwood Terrace, Port LaBelle, FL

October 25, 2018

January 24, 2019

April 25, 2019

July 25, 2019 Regular Meeting and Proposed Budget Public Hearing

The Budget process requires three advertised meetings. The tentative budget public hearing will be held on or after September 4, 2019 and the final budget public hearing will be held within 15-days after the tentative hearing.

Upon motion duly made by Vice Chairman Perry seconded by Supervisor Capitanio and unanimously carried, it was RESOLVED AND APPROVED the District adopts the annual meeting schedule for fiscal year 2018-2019 as presented..

Item C. The Glades County Mowing Agreement was discussed during the proposed professional services agreements and/or contracts for fiscal year 2018-19 review.

Item D. The invoice for the road improvement project (\$180,636) was \$20,328 more than the bid award (\$160,308). There was a change to West Carnation Drive in both length and width. An error occurred when West Carnation was paved using a 24' road width. The estimate used for the bid characterized the road as 20' wide. The calculation error was not the responsibility of the contractor. Only after the asphalt was applied did the contractor realize additional material was used. The Board must approve the change to the bid and authorize staff to pay \$180,636 to Weekley Asphalt Paving, Inc.

Upon motion duly made by Vice Chairman Perry seconded by Supervisor Capitanio and unanimously carried, it was RESOLVED AND APPROVED the District authorizes payment of the road improvement contract in the amount of \$180,636.

General Counsel Report

Attorney Pritt stated all District business is current.

Field Supervisor's Report

Field Supervisor Daniels advised permits are still increasing, mowing is ongoing and the temporary hire has been a plus, mosquito issues are still down due to the heat.

Other Business

No other business at this time.

There being no further business to come before the Board, the meeting was adjourned at 6:13 PM.

ATTEST:



William Perry, Vice Chairman



Maria Taylor, Recording Secretary

