

MINUTES
PORT LABELLE COMMUNITY DEVELOPMENT DISTRICT
BOARD OF SUPERVISORS' MEETING

January 27, 2022

A meeting of the Board of Supervisors of the Port LaBelle Community Development District was called to order at 5:33 p.m. on Thursday January 27, 2022 by Chairman, Jason Martinez who verified a quorum was present and the meeting had been legally advertised.

Those present at the meeting were:

Jason Martinez – Chairman & Board Member
Nancy Imhoff –Treasurer & Board Member
Jeff Perry – Vice Chair & Board Member
Sherry Parantha – Assistant Secretary, Board Member
David Capitanio –Secretary & Board Member
Judi Kennington-Korf – General Manager
Lupe Taylor – District Recording Secretary, Coordinator
Ryan Berden – Field Supervisor
Beverly Grady – District Attorney (via phone)
Andy Higginbotham – District Accountant

The meeting opened with prayer led by Judi Kennington-Korf followed by the Pledge of Allegiance.

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

Consent Agenda:

- a. Verification of proper meeting notice
- b. Verification of quorum
- c. Approval of meeting minutes, October 28, 2021
- d. Hold Harmless Agreement Template

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

General Manager's Report:

Item A. District Fund Balance Policy, 2021-22

Ms. Kennington-Korf advised the fund balance policy is the net resources of a government and an approximate measure of liquidity. Managing an appropriate level is a vital step in the financial planning process. It is the responsibility of the General Manager to monitor adherence to the policy and review and update annually.

Upon motion duly made by Supervisor Capitanio seconded by Supervisor Imhoff and unanimously carried, it was RESOLVED AND APPROVED the 2021-22 Fund Balance Policy is accepted as presented

Item B. 2021-22 Road Improvement Project

The Board earmarked \$200,000 for a capital road improvement project this fiscal year. The Board was provided a DRAFT recommendation of the roads in need of attention. Field Supervisor Ryan Berden created the list in collaboration with District Engineer Tommy Perry.

Upon motion duly made by Chairman Martinez seconded by Supervisor Imhoff and unanimously carried, it was RESOLVED AND APPROVED the Board accepts the recommended 2021-22 road improvement project list and authorizes staff to advertise Bid 2021-22.

Item C. Employee Salary Plan

Ms. Kennington-Korf reviewed the employee salary plan with the Board in detail and requested the Board provide the General Manager the opportunity to adjust current wages using several factors including productivity, KSA (knowledge, skills, and ability), and longevity as primary variables, recommending a minimum beginning salary of \$14 per hour.

After discussion, the Board approved the minimum beginning salary of \$14 per hour as recommended

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 modify the current minimum beginning salary of \$14 per hour and have the opportunity to adjust wages based upon an employee's knowledge, skill, ability, productivity and longevity.

Item D. Growth and Services

The District has grown substantially over the last few years and there is every reason to believe new construction will continue. Ms. Kennington-Korf gave an overview of the services provided by the District which included roads, permits, mosquito control in Glades/Hendry county and trash. With the growth continuing to increase in the District an additional field employee is needed. The District currently has three tractors and mowers. A request was made by the General Manager to approve hiring an additional employee.

Upon motion duly made by Chairman Martinez seconded by Supervisor Imhoff and unanimously carried, it was RESOLVED AND APPROVED the Board authorizes the General Manager to advertise for an additional employee.

- i. Mr. Chuck Svirk, CHL President gave a presentation of the Banyan Village area and the services that have been brought to the area as it continues to grow. Mr. Svirk advised he will continue to work with all to bring updates to the District.

Item E. Budget Hearing needed before June 15th

Ms. Kennington-Korf advised per FS §190.008, the first budget hearing needs to be scheduled before June 15th.

Item F. FYI

- i. Field Trip, February 16th – the Board requested a morning meeting be scheduled.
- ii. Financial Investment Option, Florida Local Government Investment Trust (FLGIT) on April 28th agenda
- iii. Next meeting will be held April 28, 2022 at 5:30 PM

District Attorney's Report

Attorney Grady advised no new updates at this time and she announced she will be retiring in April .

Field Supervisor's Report

Field Supervisor Berden advised permits continue to increase; they are on schedule with their mowing; Banyan Village is done; trash pickup, road patching is on the schedule; streetlights continue to be monitored and reported if out; and, street signage work is ongoing.

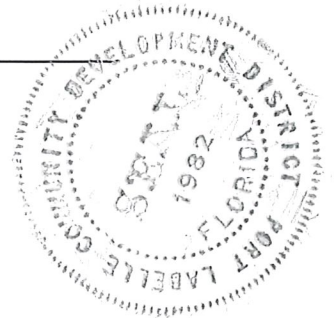
Chairman Martinez asked if there was any public comment, there was none.

Other Business

There being no further business to come before the Board, the meeting was adjourned at 6:28 PM.



Jason Martinez, Chairman



ATTEST:



Maria Taylor, Recording Secretary