

# MINUTES

## PORT LABELLE COMMUNITY DEVELOPMENT DISTRICT

### BOARD OF SUPERVISORS' MEETING

September 7, 2022

**A meeting of the Board of Supervisors of the Port LaBelle Community Development District was called to order at 5:31 p.m. on Thursday September 7, 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  
David Capitanio – Secretary & Board Member  
Sherry Parantha – Assistant Secretary, Board Member  
Judi Kennington-Korf – General Manager  
Lupe Taylor – District Recording Secretary, Coordinator  
Ryan Berden – Field Supervisor  
Sara Spector – District Attorney  
Andy Higginbotham – District Accountant  
Margaret Pass, resident  
Bob Murrhee, resident  
Julia Howard, resident  
Ken Howard, resident

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

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

#### **2022-2023 Budget Tentative Budget Public Hearing**

Chairman Martinez announced the 2022-2023 Proposed Budget Public Hearing was duly advertised and was opened.

Ms. Kennington-Korf advised during the June 8<sup>th</sup> and July 28<sup>th</sup> public hearing, the Board approved the proposed tentative 2022-23 General Fund- and Capital Fund Budgets option C after reviewing the proposed budget and alternatives.

The Board considered adoption of Resolution 2022-5 which identified the millage rate and Resolution 2022-6 the accompanying budget. After discussing the overall budget and options, the Board selected and adopted the 4.3250% millage rate, \$2,404,685.83 General Fund budget and the \$2,310,000.00 Capital Projects Fund budget. The gross taxable value, on a consolidation basis, is \$270,165,467 based on the DR420 certification by the Glades County Property Appraiser and by the Hendry County Property Appraiser.

**Upon motion duly made by Chairman Martinez seconded by Supervisor Imhoff and unanimously carried, it was RESOLVED AND APPROVED the Board adopted the tentative millage rate levy for the tax year 2022-23 of 4.3250%. The levy is 42.20% more than the current year rolled back millage rate of 3.1997%.**

Motion passed at 6:02 PM.

Chairman Martinez called for a roll vote:

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

**Upon motion duly made by Chairman Martinez seconded by Vice Chairman Perry and unanimously carried, it was RESOLVED AND APPROVED the Board adopted the proposed tentative budget for fiscal year October 1, 2022 to September 30, 2023 in the amount of \$2,404,685.83 and a tentative Capital Funds Projects Budget of \$2,310,000. Public hearings to further review and to establish a 2022-23 final millage rate levy and a final budget and for tax year 2022-23 will be conducted at 5:30P on September 19, 2022.**

Motion passed at 6:03 PM

Chairman Martinez called for a roll vote:

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

Chairman Martinez asked if there was any public comment, there were comments.

Ms. Margaret Pass advised the District needs to communicate with Glades County in regards to resources that maybe available to the District. Concerns over roads and ATV riders on the greenbelts were also raised.

Ms. Julia Howard voiced concerns regarding roads, garbage and the displacement of some animals in the area due to construction.

Chairman Martinez closed the Public Hearing at 6:05 PM

**Consent Agenda:**

- a. Verification of proper meeting notice
- b. Approval of meeting minutes, July 28, 2022
- c. Line of Credit Form, FBC (CD's)
- d. Annual Meeting Schedule

**Upon motion duly made by Chairman Martinez seconded by Vice Chairman Perry and unanimously carried, it was RESOLVED AND APPROVED the Consent Agenda was accepted as presented except for item C which was removed.**

**General Manager's Report:**

**Item A** Approve policy \$25 for NSF returned checks

An insufficient funds (NSF) fee is charged by the bank as a penalty to a customer when a payment presented by check is refused due to a lack of revenue. Those fees range on average from \$27 to \$35. Although the vendor has to pay a fee to the bank for each NSF occurrence, a \$9 fee is also charged to the Districts' checking account. To discourage this activity a recommendation is being made to charge a fee of \$25 to a vendor for NSF. The Board advised the General Manager to work with the accountant and to return with a proposal for NSF.

**Item B.** Consider PE letter for second missed inspection

Ms. Kennington-Korf reviewed the three steps in securing a driveway permit. First inspection determines whether a swale or concrete culvert is needed. Second inspection requires a direct visual by the inspector to determine if the culvert was properly installed and sealed with a secure ring. Third inspection is performed to assure the culvert has been properly installed with a covering resulting in the

award of a final permit. Contractors have been known to forgo a step in the process which requires them to revert back to the prior stage. If step two is missed, we require the contractor to remove the cover to prove the culvert was properly installed and sealed. To offer a contractor an opportunity to forgo digging up a culvert, some governments allow a letter from a Professional Engineer (PE) that take responsibility for the installation. The PE must include a statement the jobsite conditions have been reviewed and the culvert was installed properly and met the applicable building code.

**Upon motion duly made by Chairman Martinez seconded by Supervisor Capitano and unanimously carried, it was RESOLVED AND APPROVED a letter from a Professional Engineer may be accepted when a second driveway inspection is missed provided the owner representative pays associated failed inspection fees.**

**Item C. 5-Year Capital Plan, Revised**

Ms. Kennington-Korf the 5-year Capital Plan was revised to show the removal of a tractor from FY 2022-2023 as the Board agreed to purchase a tractor this FY 2021-2022 due to the need of replacing a tractor needing major repairs.

**Upon motion duly made by Chairman Martinez seconded by Vice Chairman Perry and unanimously carried, it was RESOLVED AND APPROVED the revised 5-year Capital Plan is accepted as presented.**

**Item D.** The General Manager brought to the Board's attention the need to execute annual contracts for accounting, actuarial, ADA website compliance, email, engineering, insurance, legal, MIS/IT services

Ms. Kennington-Korf advised there was no change to the annual contracts and requested authorization to execute the contracts.

**Upon motion duly made by Chairman Martinez seconded by Supervisor Capitano and unanimously carried, it was RESOLVED AND APPROVED the General Manager may execute the annual contracts for professional services.**

**District Attorney's Report**

Attorney Spector advised no new updates at this time.

**Field Supervisor's Report**

Field Supervisor Berden provided a written report for mowing, mosquito spraying, streetlights, trash dumping and permits. The new tractor is scheduled to be delivered on Thursday.

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 6:20 PM.

  
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Jason Martinez, Chairman

ATTEST:

  
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Maria Taylor, Recording Secretary

