

MINUTES
PORT LABELLE COMMUNITY DEVELOPMENT DISTRICT
BOARD OF SUPERVISORS' MEETING

January 25, 2018

A meeting of the Board of Supervisors of the Port LaBelle Community Development District was called to order at 5:30 p.m. on Thursday, January 25, 2018 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
Jeff Perry – Vice Chair & Board Member
Mike Jordan – Treasurer & Board Member
David Capitanio – Board Member
Nancy Imhoff – Secretary & Board Member
Judi Kennington-Korf – General Manager
Lupe Taylor – District Recording Secretary
Jeff Daniels – Field Supervisor
Robert Pritt – District Attorney
Andy Higginbotham – District Accountant
James Olsen - Resident

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

The Board reorganized:

Upon motion duly made by Chairman Martinez seconded by Supervisor Jordan and unanimously carried, it was RESOLVED AND APPROVED the 2018-2019 slate of officers is:
Chairman – Jason Martinez
Vice Chairman – Jeff Perry
Secretary – Nancy Imhoff
Treasurer – Michael Jordon
Assistant Secretary – David Capitanio
Recording Secretary – Maria “Lupe” Taylor

Consent Agenda: Verification of proper meeting notice; Verification of a quorum; Approval of meeting minutes October 26, 2017.

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

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

General Manager's Report

Item A. Adopt Fund Balance Policy 2017 - 2018

Ms. Kennington-Korf advised the fund balance policy is the net resources of a government and an approximate measure of liquidity. It is the responsibility of the General Manager to monitor adherence to the policy and review and update annually. The Board's unassigned fund balance is equal to 25.46% of the Operating Budget.

Upon motion duly made by Supervisor Capitanio seconded by Supervisor Jordan and unanimously carried, it was RESOLVED AND APPROVED the 2017-2018 Fund Balance Policy is accepted as presented.

Item B. Post-Irma Update, Insurance and FEMA

A number of recent developments effect the amount of proceeds the District will receive following Irma. Following are necessary expenses related to recovery:

1. Office roof estimate: \$8,331.19 Work completed, actual cost: \$12,150
2. Bay doors: \$ awaiting definition Work completed, actual cost: \$9,213
3. Signage: \$ awaiting definition Work completed, actual cost: \$2,416.90
4. Damage to Maintenance Buildings A&B. One quote was received from the original builder in the amount of \$30,457. Field Superintendent Jeff Daniels has contacted a number of other vendors with no credible response. The work has been ordered.

The information most relevant to the Districts' insurance proceeds is the RCV (replacement cost value) which is used to calculate what we will receive from PRM. Each building is considered independently. The deductible of 2% is based upon the building summary value. The amount listed in the attached report is an estimate. The actual amount we will receive is based upon the cost of replacement or repair value.

If all goes accordingly, we will receive insurance proceeds for the replacement value of the property less 2% deductible. The remaining 2% will be submitted to FEMA who will then pay up to 75% of the cost; the state and local jurisdiction will split the remainder of the balance.

Item C. Human Resources Manual

Since providing the Supervisors with the 2018 Human Resources Policy Manual for review, the Labor Attorney presented a new policy that needs to be included. The Manual was created by staff and edited by our insurance provider and labor attorney.

Other than various policies adopted throughout the years to meet compliancy, Section 6 of the 1996 Operations Manual is the most recent source for personnel matters.

Item D. General Manager Annual Leave

The accrual of leave is based upon the amount of time an employee has been employed by the District, regardless of the position or responsibility. Given the responsibility of the General Manager, a request was made to increase the annual leave (a/k/a vacation time) of Judi Kennington-Korf, the General Manager, from two- to four-weeks. The Barron Board approved the request during their recent meeting on January 18th.

Because the General Manager is an employee of Barron and an Interlocal agreement is in place with the Port LaBelle Community Development District (CDD) for the same management services, Chairman Mark Colbert and Supervisor Michael Jordan, CDD Supervisor Treasurer, met about this matter. Supervisor Jordan was appointed by the Board in January, 2017 to serve as their representative with Barron for matters relating to employees

Upon motion by Supervisor Capitanio, seconded by Vice Chairman Perry and unanimously carried, it was RESOLVED AND APPROVED the annual or vacation time of Judi Kennington-Korf, General Manager is extended from two to four weeks.

Item E. Standard operating procedure for signing check.

Currently, those authorized to sign checks include the Supervisors, General Manager and Staff Assistant. Two signatories are required on each check. Staff cannot generate checks as they are prepared by the accountant based upon the following:

1. The service invoice is verified and matched with a bill.
2. A statement sheet is prepared in-house assigning the appropriate account to the bill and sent to the accountant.
3. The accounting firm receives the invoices and backup material when checks are processed. The accountant prepares the check.
4. The check is signed and mailed to the vendor.
5. The monthly bank statements are opened by the General Manager and are shared with the accountant.

Many of the District bills leave little time to wait until a Supervisor can sign checks. In several instances, staff has signed checks to avoid late fees being assessed. Going forward, a recommendation is being made to allow staff to sign checks. Bank statements can be provided to the Supervisors at any time. As information, a summary of bank statements are recorded by the General Manager on a monthly basis.

During their recent meeting, the Barron Board voted to allow Andy Higginbotham signatory authority on their checking accounts.

Upon motion by Chairman Martinez, seconded by Supervisor Capitanio and unanimously carried, it was RESOLVED AND APPROVED the Districts Accountant Andy Higginbotham and staff are authorized to sign routine checks.

General Counsel Report

Attorney Pritt business is current at this time.

Field Supervisor's Report

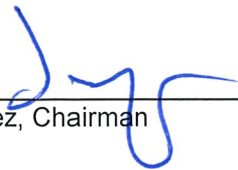
Field Supervisor Daniels advised the Board revenue from permits is up as of today we have permits totaling \$825 we budgeted \$1,500 and we are just in our second month of the fiscal year. There are a number of new homes under construction. Winter work has started; the first cycle of mowing is underway in Glades County which will be followed by Hendry County.

Other Business

No other business at this time

There being no further business to come before the Board, the meeting was adjourned at 7:20 PM.

ATTEST:



Jason Martinez, Chairman



Maria Taylor, Recording Secretary

