

MINUTES
PORT LABELLE COMMUNITY DEVELOPMENT DISTRICT
BOARD OF SUPERVISORS' MEETING

January 26, 2017

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 January 26, 2017 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
Han Mouthaan - Resident

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

Consent Agenda: Verification of proper meeting notice; Verification of a quorum; Approval of meeting minutes November 22, 2016.

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. Fund Balance Policy, 2016-2017

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 30% of the Operating Budget.

Upon motion duly made by Chairman Martinez seconded by Supervisor Perry and unanimously carried, it was RESOLVED AND APPROVED the 2016-2017 Fund Balance Policy is accepted as presented.

Item B. Deem FA #32 Utility Trailers as Surplus Property.

FA #32 Utility Trailer purchased in 1988 was evaluated and it is believed the trailer has served its useful purpose and is no longer needed. Field Supervisor Jeff Daniels acquired an appraisal of the trailer ranging from \$1,800 to \$2,500. Staff is requesting Board approval to surplus the property and sell it utilizing Gov. Deals. If unsuccessful a determination will be made as to whether auction the property or advertise the property for sale. After disposition, the property will be removed from liability insurance coverage and property inventory. The funds will be deposited into the General Fund or the Capital Fund.

Upon motion duly made by Supervisor Capitanio seconded by Supervisor Imhoff and unanimously carried, it was RESOLVED AND APPROVED the District hereby authorizes the removal of Fixed Asset Inventory #32 a Utility Trailer, from the official property records and authorizes the General Manager to dispose of the property with the proceeds being deposited into the General Fund.

Item C. Interest in appointing Supervisor to work with Barron on shared budget expense.

During the 2016-2017 budget process last year the Board expressed interests in having a Board member communicate with the Barron Board to discuss shared budget expenses. If it is still the Boards desire it is requested that a board member be appoint at this time as Barron will likely passing their budget in April and this Board's next meeting will be in April 27th.

Upon motion duly made by Chairman Martinez, seconded by Supervisor Capitanio and unanimously carried, it was RESOLVED AND APPROVED the District appoints Supervisor Jordan to collaborate with Barron Board on the 2017-2018 Budget.

Item D. 2015 – 2016 Audit and Related Bookkeeping Adjustments

i. GASB Delay

For the second consecutive year the Federal government caused a delay for the presentation of the annual District audit. The audit started the first week of December and the District was well prepared to meet the requirements for the audit. Mr. Tuscan, District Auditor has completed all the necessary components for the District audit.

ii. Fund Balance Policy 2015-2016

During the audit process it was discovered the 2015-2016 Fund Balance Policy was not addressed. The previous meeting minutes did not reflect the policy being addressed. The Board has before them the 2015-2016 Fund Balance Policy that needs to be adopted effective retroactive to September 30, 2016

Upon motion duly made by Chairman Martinez, seconded by Supervisor Jordan and unanimously carried, it was RESOLVED AND APPROVED the District adopts the 2016-2017 Fund Balance Policy retroactively to September 30, 2016

iii. Undesignated Equity Account, Signs, \$2,908

Dating before 1998 the Equity Account 271-1001, Restricted Stop Signs identifies \$2,908 for signage. This amount needs to be undesignated retroactively to September 30, 2016 and removed from the Equity Account.

Upon motion duly made by Supervisor Jordan, seconded by Supervisor Perry and unanimously carried, it was RESOLVED AND APPROVED the District un-designates equity account 271-1001, restricted stop sign, in the amount of \$2,908, retroactively to September 30, 2016

- iv. Undesignated Equity Account, Transportation, \$56,965.66
Equity Account 271-5001 Designated Road Repair, identifies \$56,965.66 for road repair. This amount assigned for road repair needs to be undesignated retroactively to September 30, 2016.

Upon motion duly made by Supervisor Jordan, seconded by Chairman Martinez and unanimously carried, it was RESOLVED AND APPROVED the District un-designates equity account 271-5001, designated road repair, in the amount of \$56,965.66, retroactively to September 30, 2016

- v. Budget Amendment Recognition, \$11,304
During the Board meeting held April 28, 2016 the Board approved a budget amendment of \$11,304 to properly adjust the cash carry forward balance to the actual audited fund balance. The amendment was not recorded in the official meeting minutes and the Board needs to recognize the budget amendment.

Upon motion duly made by Chairman Martinez, seconded by Supervisor Jordan and unanimously carried, it was RESOLVED AND APPROVED the District recognizes a previously approved budget amendment in the amount of \$11,304 adopted during the April 28, 2016 Board meeting.

- vi. Supervisors Bonding Coverage Statement
For the record the District Supervisors are bonded under the Districts crime coverage policy with Public Risk Management.

General Counsel Report

Attorney Pritt stated all District business is current and advised the legislature will be going into session in March this year.

Field Supervisor's Report

Field Supervisor Daniels advised winter work is in progress at this time, picking up garbage, trimming/weed eating and equipment repair and maintenance. In March or April the street spraying will start again. As of our last meeting we have 5 new permits issued and we have five new lots surveyed. We have been working with FPL on streetlight; you will see orange tape on some of the light poles we have reported not working. We will continue working with them to ensure all lights are in working order.

Other Business

No other business at this time

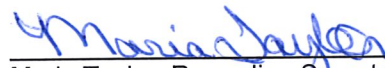
There being no further business to come before the Board, the meeting was adjourned at 6:23 PM.





Jason Martinez, Chairman

ATTEST:



Maria Taylor, Recording Secretary