

MINUTES
PORT LABELLE COMMUNITY DEVELOPMENT DISTRICT
BOARD OF SUPERVISORS' MEETING

July 26, 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 July 26, 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
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
2 Guest (attached meeting sign in sheet)

Jason Martinez – Chairman & Board Member (Absent)

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

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

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

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

Proposed 2018-2019 Budget Public Hearing

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

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

Ms. Kennington-Korf presented three options for the 2018-2019 Proposed Budget. The 2017-18 current year millage rate is 5.7494%; the adopted budget was \$951,851.51 and the amended budget following the audit is \$946,556.51. Similar to last year, the proposed 2018-19 budget is presented with three options relating to road improvements with no option for equipment:

- a. Option A: \$894,609.72 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: \$844,609.72 with a millage rate of 4.3472% (no allowance for road improvements).

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

Upon motion duly made by Supervisor Capitanio seconded by Vice Chairman Perry and unanimously carried, it was RESOLVED AND APPROVED the Board adopts Resolution 2018-2 approving the 2018-18 Proposed Tentative General Fund Millage Rate of 5.4259% and the 2018-19 Proposed Tentative General Fund Budget in the amount of \$944,609.72

Upon motion duly made by Supervisor Jordan seconded by Vice Chairman Perry and unanimously carried, it was RESOLVED AND APPROVED the Board accepts the Proposed Tentative Capital Fund Budget in the amount of \$2,018,246.24.

Ms. Kennington-Korf advised the Board they have to set the dates for public hearings for the Tentative and Final Budget. An attempt must be made not to schedule the hearings on the same dates as both school boards and counties (Hendry/Glades).

Upon motion duly made by Vice Chairman Perry seconded by Supervisor Capitanio and unanimously carried, it was RESOLVED AND APPROVED the Board will schedule the Tentative Budget hearing on September 6th and the Final Budget public hearing (within 15-days) on September 17th at 5:30 PM in the district Office

Vice Chairman Perry adjourned the Public Hearing.

General Manager's Report

Item A. Human Resources Policy Manual

The 2018 Human Resources Policy Manual was edited by our insurance provider and labor attorney before being provided to Supervisors for review in anticipation of adoption during the January 25th meeting. Because of concerns with a few of the policies, the adoption of the Manual was delayed and was anticipated for adoption during the April 26th meeting which, in an abundance of caution was further delayed until the July 26th meeting.

The document previously provided a firearms policy. After thoughtful consideration, it is believed the firearms policy should be removed and considered at a future date. The workers compensation policy has also been modified according to the Labor attorney's recommendation. 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.

Upon motion duly made by Supervisor Jordan seconded by Supervisor Imhoff and unanimously carried, it was RESOLVED AND APPROVED the Board adopts Resolution 2018-3, the 2018 Human Resources Policy Manual.

Item B. FYI

- i. The District has seven financial bank accounts; two of the accounts are assigned to the General Fund and remaining five accounts are assigned to the Capital Projects Fund. The funds are located in the Florida Community Bank (FCB), a local financial institution. The District accounts are recorded monthly internally and externally by the District Accountant.

As of June 30th, 2018 the accounts reflect the following balances:

General Fund:

FCB	Money Market	\$131,904.27
FCB	Checking	<u>\$356,459.25</u>
		\$488,363.52

Capital Projects Fund:

FCB	Money Market	\$414,414.78
CSB	36-mo CD	\$400,971.46
FCB	12-mo CD	\$343,680.00
FCB	24-mo CD	\$343,680.00
FCB	24-mo CD	<u>\$500,000.00</u>
		\$2,002,746.24

The financial assets of the District as of June 30, 2018 totaled \$2,491,109.76. Also, in the event of an unforeseen emergency, the District has a \$250,000 line of credit.

- ii. Post Irma reimbursement paper work has been submitted to FEMA and the State. Mr. Marin, FEMA Representative has been very helpful. Insurance has paid to date \$47,000.
- iii. Dwayne House, requested a correction to spoil removal information given during the April 29th Board meeting. Estimated amount of spoil on the dike is approximately 150,000 yards, the cost per yard to remove the material is approximately \$1.13, and cost per load to remove the material is \$20. It was stated at the April 29th meeting the profit to be gained would be \$3 million (\$20 x 150,000); however, Mr. House advised the cost to be gained would have been around \$169,500 (\$1.13 x 150,000). Engineer Tommy Perry concurred with the estimate provided by Mr. House.
- iv. Glades County Mowing Contract has been approved and is now in final review by the Glades County Attorney.

General Counsel Report

Attorney Pritt stated all District business is current and cautioned to cut taxes at the final hearing if the Board needs to take that step.

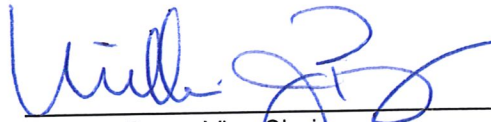
Field Supervisor's Report

Field Supervisor Daniels advised permits are steady increasing. To date, 123 Driveway permits have been issued totaling \$9,225, and 163 General permits totaling \$12,150 have been issued for a total of \$21,375. There are more new homes being built in the area and our roads need to be improved. Mosquito issues are down due to heat. Florida Power and Light has a new system in place for streetlight notification when lights are out of service. Mowing is a little behind at this time, a temporary person was hired to assist with the mowing.

Other Business

No other business at this time.

There being no further business to come before the Board, the meeting was adjourned at 6:20 PM.



William Perry, Vice Chairman

ATTEST:



Maria Taylor, Recording Secretary

