

MINUTES
PORT LABELLE COMMUNITY DEVELOPMENT DISTRICT
BOARD OF SUPERVISORS' MEETING

December 14, 2023

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, December 14, 2023 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
Sherry Parantha – Assistant Secretary & Board Member
David Capitanio – Vice Chairman & Board Member
Liz Garcia – Secretary & Board Member
Nancy Imhoff – Treasurer & Board Member
Judi Kennington-Korf – General Manager
Lupe Taylor – District Recording Secretary
Ryan Berden – Field Supervisor
Sarah Spector– District Attorney
Andy Higginbotham – District Accountant

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

The Board reorganized for the 2023-2024 year.

Upon motion duly made by Chairman Martinez seconded by Supervisor Parantha and unanimously carried, it was RESOLVED AND APPROVED the 2023-24 slate of officers is:

**Chairman – Jason Martinez
Vice Chairman – David Capitanio
Treasurer – Nancy Imhoff
Secretary – Liz Garcia
Assistant Secretary – Sherry Parantha
Recording Secretary – Maria “Lupe” Taylor**

Consent Agenda:

- a. Verification of proper meeting notice
- b. Approval of meeting minutes [October 2, 2023 and October 25, 2023]
- c. Fund Balance Policy 2023-24

Upon motion duly made by Vice Chairman Capitanio seconded by Chairman Martinez 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. Revied permit inspection schedule

Ms. Kennington-Korf provided detailed information concerning the need for improving the permitting process to maximize use of staff time while providing improved service to the public. She expressed concern that in addition to other responsibilities such as mowing, road repair, streetlights, signage, and

garbage, if the situation is not remedied, production will be hampered due to staff burnout. Several options were discussed.

1. Inform contractors passed permits will be processed within three business days.
2. Inform contractors failed inspections will be processed within four business days.
3. Set a limit on the number of permits that can be processed in a day. A reasonable number of permits that could be processed in a day would be 20, no more than 25. If the inspector can produce more, he will.
4. When needed, allow overtime for employees to work on permits. Each employee would be responsible for working an extra day a month. By limiting the number of permits processed in a day, it will be more manageable administratively.
5. Hiring a firm to process the permits is likely not feasible. While it will reduce field work, it would still impact the administrative processing which is part of the issue.
6. Hire an individual on a part time basis solely responsible for permits.

Chairman Martinez voiced concern regarding inspections being done twice a week only

Supervisor Imhoff voiced concern regarding the increases in homes and the CDD limited staff and suggested adding an additional staff position

Upon motion duly made by Chairman Martinez seconded by Vice Chairman Capitanio and unanimously carried, it was RESOLVED AND APPROVED authorize the addition of a part time position which maybe considered full time depending on the impact to the position to primarily process permits and other duties as deemed appropriate by the general manager

Item B. 2023-2024 Road Improvement Project

Ms. Kennington-Korf advise Field Supervisor Berden is working on a road schedule for the road improvement project and will review the schedule with the district engineer. Hendry County advised the district it will be scheduling work in Unit 1, 2 and 3; therefore, those areas will not be considered for the road improvement project this year but will be considered after the county completes their utility project.

Field Supervisor Berden advised scheduled is close to being completed as roads are being reviewed in Banyan Village.

Upon motion duly made by Chairman Martinez seconded by Vice Chairman Capitanio and unanimously carried, it was RESOLVED AND APPROVED the board authorize the General Manager to advertise the 2023-24 Road Improvement Bid, award the bid to the best qualified bidder, to sign the contract there after ratified at the next board meeting.

Upon motion duly made by Supervisor Imhoff seconded by Supervisor Parantha and unanimously carried, it was RESOLVED AND APPROVED to authorize the Chairman to spend Capital funds money for the 2023-24 Road Improvement as needed.

Item C. Early impact to 2023-24 Budget

- i. Culvert Policy revisited - There have been three recent culvert failures in Banyan Village. Two of the culverts have been replaced; the third culvert replacement is being planned. Damaged

culverts have been repaired in Units 3 and 7. We remain vigilant in observing culvert conditions in the event a failure occurs.

Upon motion duly made by Chairman Martinez seconded by Vice Chairman Capitanio and unanimously carried, it was RESOLVED AND APPROVED authorize transferring \$50,000 from the unassigned cash account to the newly created culvert repair and replacement account.

- ii. Personnel - Retaining a dedicated staff is important. It reduces replacement costs and there is less of an impact on productivity and engagement. By implementing strategies for employee retention, the District may preserve the talent necessary to deliver quality services. The General Manager requested an employee appreciation bonus. After discussion, the Board approved a \$3,500 bonus for employees that have been with the District for more than a year.

After board discussion Option 3 was approved

Upon motion duly made by Chairman Martinez seconded by Chairman and unanimously carried, it was RESOLVED AND APPROVED the board approves awarding employees with an appreciation bonus, and transferring \$17,186.58 from the unassigned cash to personnel

Item D. FYI

Ms. Kennington-Korf advised supervisors as of January 1st 2024, supervisor will be required to take four hours of ethics training each year.

Attorney Spector provided a summary of Proposed Committee Bill (PCB LFS 24-02) which will affect special districts.

- i. The General Manager advised the office will be closed the week of December 25th

General Counsel Report

Attorney Spector had no other business at this time.

Field Supervisor's Report

Field Supervisor Berden provided the Board with field report.

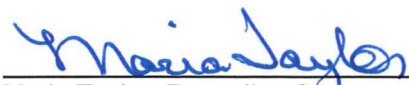
Other Business

There being no further business to come before the Board, the meeting was adjourned at 6:45 PM.

ATTEST:

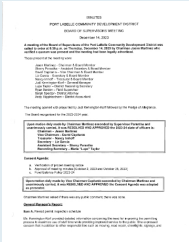


Nancy Imhoff, Acting Chairman



Maria Taylor, Recording Secretary

DOCUMENT

	Title			
	MINUTES PORT LABELLE COMMUNITY DEVELOPMENT ...ETING			
	Filename			
	PLCDD BOS Meeting Minutes 12-14-2.pdf			
	Language	Tags	Pages	Size
	en	98	3	549 KB

RESULT

 The PDF/UA requirements checked by PAC are fulfilled.

Date/Time	Standard
2024-11-18 09:15	PDF/UA-1

CHECKPOINT	PASSED	WARNED	FAILED
Basic Requirements			
PDF Syntax	108	0	0
Fonts	0	0	0
Content	2415	0	0
Embedded Files	0	0	0
Natural Language	1155	0	0
Logical Structure			
Structure Elements	15	0	0
Structure Tree	97	0	0
Role Mapping	104	0	0
Alternative Descriptions	196	0	0
Metadata and Settings			
Metadata	3	0	0
Document Settings	3	0	0

ABOUT PAC

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OS: Windows