

MINUTES
PORT LABELLE COMMUNITY DEVELOPMENT DISTRICT
BOARD OF SUPERVISORS' MEETING

March 14, 2024

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 March 14, 2024 by Supervisor Nancy Imhoff who verified a quorum was present and the meeting had been legally advertised.

Those present at the meeting were:

Jason Martinez - Chairman & Board Member (excused absence)
Sherry Parantha – Assistant Secretary & Board Member
David Capitanio – Vice Chairman & Board Member (excused absence)
Liz Garcia – Secretary & Board Member
Nancy Imhoff – Treasurer & Board Member
Judi Kennington-Korf – General Manager
Lupe Taylor – District Recording Secretary
Ryan Berden – Field Supervisor (excused absence)
Sarah Spector– District Attorney

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

Supervisor Imhoff opened the meeting and advised the Chairman and Vice-Chairman were unable to be in attendance therefore, it will be necessary to appoint an acting Chair. Supervisor Imhoff volunteered to serve as the Chair as she had previously held the role.

Upon motion duly made by Supervisor Garcia seconded by Supervisor Parantha and unanimously carried, it was RESOLVED AND APPROVED Supervisor Nancy Imhoff will serve as the acting Chair of the meeting

Consent Agenda:

- a. Verification of proper meeting notice
- b. Approval of meeting minutes [December 14, 2023]

Upon motion by Supervisor Garcia seconded by Supervisor Parantha and unanimously carried, it was RESOLVED AND APPROVED the Consent Agenda was accepted as presented.

Chair Imhoff asked if there was any public comment, there was none.

Presentation of Audit

Mr. Jeff Tuscan, District auditor, provided the 2022-23 Audit. Mr. Tuscan stated that this firm provided an unmodified opinion, which is the highest level of scrutiny any auditor can provide. He stated that he found no material weaknesses and no instances of non-compliance. Mr. Tuscan reviewed the annual financial statement providing detailed information surrounding the audit and commented the District was in good financial condition. He advised the unassigned funds were substantial. General Manager Kennington-Korf advised she had planned to request the Board transfer \$500,000 from the unassigned account to the Capital Projects Funds for road improvements. Mr. Tuscan concurred support of the recommendation.

Upon motion duly made by Supervisor Garcia seconded by Chair Imhoff and unanimously carried, it was RESOLVED AND APPROVED the audit was accepted as presented

Upon motion duly made by Supervisor Garcia seconded by Supervisor Parantha and unanimously carried, it was RESOLVED AND APPROVED the Board authorizes transferring \$500,000. form the General Fund unassigned to Capital Project Fund

General Manager's Report:

Item A. Resolution 2024-1, FY 2023-24 Adopted Budget, Amended to Audit 2022-23

Upon motion by Chair Imhoff seconded by Supervisor Parantha and unanimously carried, it was RESOLVED AND APPROVED Resolution 2024-1, Budget Amendment for the Audited Fund Balance, was approved

Item B. Human Resource Policy, Revise Employment Separations, Section 6

Ms. Kennington-Korf provided a recommendation to update the Human Resource Policy Manual. . The change is needed because the current policy does not adequately address payment for employees that are involuntarily terminated. When an employee leaves under ideal circumstances, they will be paid the remainder of their unused annual leave. When an employee is involuntarily terminated, they will forfeit unused annual- or sick leave, if applicable.

Upon motion duly made by Supervisor Parantha seconded by Supervisor Garcia and unanimously carried, it was RESOLVED AND APPROVED the Board accepts the recommended changes to the Human Resources Policy, clarifying termination under good standing and also under involuntary termination resulting in forfeiture of leave accrual.

Item C Permit Coordinator, Request FTE

During the December Board meeting, the Board suggested and approved adding an employee to handle permits given the considerable amount of time involved processing general- and driveway culvert permits. At that time, a part time employee was recommended; however, after much thought and consideration, a full-time employee is needed. While the Field Inspector and Coordinator will continue to be involved, for the Permit Coordinator to assume the role intended, more than a part-time position is needed. Without the full-time position, staff will continue to fall behind with permits and other obligated duties. Including benefits, the amount of funds needed for the remainder of the year for a full-time position would be around \$30,000. Chair Imhoff commented as Port LaBelle continues to grow, more will be required of the District.

Upon motion duly made by Supervisor Garcia seconded by Chair Imhoff and unanimously carried, it was RESOLVED AND APPROVED the Board authorized changing the Permit Coordinator position to full-time.

Item D FYI

- i. 2023-24 Road Improvement Bid has been advertised and pre bid meeting scheduled.

- ii. PRM General Coverage Document PRM023-010, has been signed and approved.
- iii. Chapter 2023-121, required ethics training. Beginning January 1, 2024 each elected or appointed member must complete 4 hours of ethics training each calendar year.

Chair Imhoff asked if there was any public comment, there was none.

General Counsel Report

Attorney Spector advised the Board, the Legislature passed House Bill PCB LFS 24-02. The districts will be required to adopt goals and objectives, as well as performance measures and standards to determine if those goals and objectives are being achieved. The report must be posted on the web annually.

Field Supervisor's Report

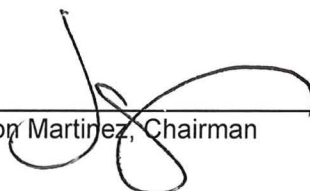
District Coordinator reviewed and updated the Board on the field report regarding the mowing schedule, mosquito spraying, street lighting and garbage.

Other Business

Chair Imhoff advised the next Regular Meeting/Proposed Tentative Budget Public Hearing will be held June 13, 2024 and the Regular Meeting/Tentative Budget Public Hearing is September 12, 2024 with the Final Budget Public Hearing to be scheduled thereafter

There being no further business to come before the Board, the meeting was adjourned at 7:05 PM.

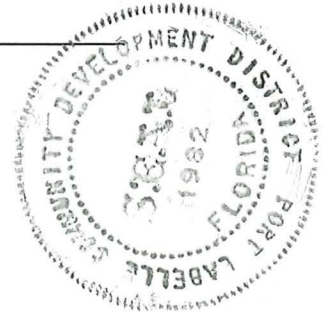
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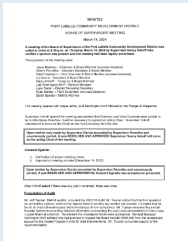
Jason Martinez, Chairman



Maria Taylor, Recording Secretary



DOCUMENT

	Title			
	MINUTES PORT LABELLE COMMUNITY DEVELOPMENT ...ETING			
	Filename			
	PLCDD Meeting Minutes 3-14-24.pdf			
	Language	Tags	Pages	Size
	en	66	3	434 KB

RESULT

 The PDF/UA requirements checked by PAC are fulfilled.

Date/Time	Standard
2024-11-18 10:38	PDF/UA-1

CHECKPOINT	PASSED	WARNED	FAILED
Basic Requirements			
PDF Syntax	76	0	0
Fonts	0	0	0
Content	2176	0	0
Embedded Files	0	0	0
Natural Language	1051	0	0
Logical Structure			
Structure Elements	15	0	0
Structure Tree	66	0	0
Role Mapping	69	0	0
Alternative Descriptions	132	0	0
Metadata and Settings			
Metadata	3	0	0
Document Settings	3	0	0

ABOUT PAC

Version: 24.1.0.0
OS: Windows