



**COUNTY LINE
DRAINAGE DISTRICT**

**LEE COUNTY
REGULAR BOARD MEETING
JANUARY 13, 2021
10:00 A.M.**

Special District Services, Inc.
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Bonita Springs, FL 33134

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**AGENDA
COUNTY LINE
DRAINAGE DISTRICT
23351 North River Road
Alva, Florida 33920
REGULAR BOARD MEETING
January 13, 2021
10:00 A.M.**

- A. Call to Order
- B. Proof of Publication.....Page 1
- C. Establish Quorum
- D. Additions or Deletions to Agenda
- E. Comments from the Public for Items Not on the Agenda
- F. Approval of Minutes
 - 1. October 14, 2020 Regular Board Meeting Minutes.....Page 2
- G. Old Business
 - 1. Update Regarding 48' Culvert in Section 14 South Side of Lake
 - 2. Update Regarding Mowing, Washout Fill-In, Sodding and General Maintenance of North Dike
- H. New Business
- I. Manager's Report
 - 1. Financial Report.....Page 5
- J. Field Report.....Page 8
- K. Engineer's Report
- L. Attorney's Report
- M. Administrative Matters
- N. Board Members Comments
- O. Adjourn

News-Press, The

Oct. 5, 2020

Miscellaneous Notices

COUNTY LINE DRAINAGE DISTRICT FISCAL YEAR 2020/2021 REGULAR MEETING SCHEDULE Regular Meetings of the Board of Supervisors of the County Line Drainage District (the "District") will be held at 10:00 a.m. in the District's office located at 23351 North River Road, Alva, Florida 33920 on the following dates: October 14, 2020 January 13, 2021 April 14, 2021 July 14, 2021 - Annual Meeting The meetings are open to the public and will be conducted in accordance with the provisions of Florida law for special districts. The meetings may be continued in progress without additional notice to a time, date, and location stated on the record. Copies of the agenda for these meetings may be obtained from the District's website or from the District Manager, Special District Services, located at 2501A Burns Road, Palm Beach Gardens, Florida 33410. There may be occasions when one or more Supervisors will participate by telephone. Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in these meetings is asked to advise the District Office at least forty-eight (48) hours before the meeting by contacting the District Manager at 561-630-4922 and/or toll free at 1-877-737-4922. If you are hearing or speech impaired, please contact the Florida Relay Service at 1-800- 955-8770, who can aid you in contacting the District Office. A person who decides to appeal any decision made at the meeting with respect to any matter considered at a particular meeting is advised that person will need a record of the proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made including the testimony and evidence upon which the appeal is to be based. Meetings may be cancelled from time to time without advertised notice. Kathleen Dailey District Manager County Line Drainage District www.countylinedd.org AD # 4398426 Oct 5, 2020

**COUNTY LINE DRAINAGE DISTRICT
REGULAR BOARD MEETING
OCTOBER 14, 2020**

A. CALL TO ORDER

The October 14, 2020, Regular Board Meeting of the County Line Drainage District was called to order at 10:10 a.m. at 23351 North River Road, Alva, Florida 33920.

B. PROOF OF PUBLICATION

Proof of publication was presented that notice of the Regular Board Meeting had been published in the *Fort Myers News-Press* on October 5, 2020, as part of the District's Fiscal Year 2020/2021 Regular Meeting Schedule as legally required.

C. ESTABLISH A QUORUM

It was determined that the attendance of the following Supervisors constituted a quorum and it was in order to proceed with the meeting:

President	Joe Beale	Present
Vice President	Paul Fabry	Present
Assistant Secretary	Pat McKenna	Present

Staff members in attendance were:

District Manager	Kathleen Meneely	Special District Services, Inc.
General Counsel	Terry Lewis	Lewis, Longman & Walker
District Engineer	Kyle Grandusky	GMAwater, LLC
Field Consultant	Randy Sebring	

D. ADDITIONS OR DELETIONS TO THE AGENDA

There were no additions or deletions to the agenda.

E. COMMENTS FROM THE PUBLIC FOR ITEMS NOT ON THE AGENDA

There were no comments from the public for items not on the agenda.

F. APPROVAL OF MINUTES

1. July 8, 2020, Annual Landowners' & Quarterly Meeting

The July 8, 2020, Annual Landowners' & Quarterly Meeting minutes were presented for consideration.

A **motion** was made by Mr. Fabry, seconded by Mr. McKenna and passed unanimously approving the July 8, 2020, Annual Landowners' & Quarterly Meeting minutes, as presented.

G. OLD BUSINESS

There were no Old Business items to come before the Board.

H. NEW BUSINESS

1. Consider Resolution No. 2020-01 – Adopting a 2019/2020 Amended Budget

Resolution No. 2020-01 was presented, entitled:

RESOLUTION NO. 2020-01

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE COUNTY LINE DRAINAGE DISTRICT AUTHORIZING AND ADOPTING AN AMENDED FINAL FISCAL YEAR 2019/2020 BUDGET, PURSUANT TO CHAPTER 197, FLORIDA STATUTES; AND PROVIDING AN EFFECTIVE DATE.

Ms. Meneely went over the amended budget, explaining that it was a look back on the financial expenditures from the past year.

A **motion** was made by Mr. Fabry, seconded by Mr. McKenna and passed unanimously adopting Resolution No. 2020-01, as presented.

2. Discussion Regarding 48' Culvert in Section 14 South Side of Lake

Mr. McKenna explained that the area requires a header and he will show it to Mr. Sebring.

After discussion, a **motion** was made by Mr. Fabry, seconded by Mr. McKenna and passed unanimously to replace the culvert for the maximum amount of \$10,000, giving the President the authority to approve up to an additional \$6,000, if required in order to complete the project.

3. Discussion Regarding Mowing, Wash-Out Fill-In, Sodding and General Maintenance of the North Dike

Mr. Fabry explained that the area has had isolated washouts. He went on further to note that there was a need to get grass established by sodding during the rainy season or water with a tank before the rainy season. Mr. Sebring advised he had looked at the washouts and that the material was holding up well. He added that a budget could be looked at to cover some type of dike or lip to hold water and estimated such would cost \$3,000-\$4,000. Mr. Fabry indicated that he believes it would be advantageous to do the work now.

After discussion, a **motion** was made by Mr. Fabry, seconded by Mr. McKenna and passed unanimously authorizing up to \$5,000 to fix the area and allow Mr. Fabry the authority to exceed the amount, if necessary, with sign-off by the President.

I. MANAGER'S REPORT

a. Financial Report

Ms. Meneely went over the financials. There were no questions from the Board Members.

Ms. Meneely reminded the Board of the next meeting date – January 13, 2021.

J. FIELD REPORT

Mr. Sebring went over the field report that was included in the agenda packet. He noted that he had ordered the culverts that required replacing, but he was not sure how long they would take to be delivered. He went on to explain that those ordered in April had just been delivered. Mr. Sebring went over several roads that he recommended be regraded.

After discussion, a **motion** was made by Mr. Fabry, seconded by Mr. McKenna and passed unanimously to do the suggested regrading.

K. ENGINEER’S REPORT

Mr. Grandusky went over the BMP plan for canal cleaning and reminded the Board that this was the first year the project was in effect. He added that records may need to be submitted to DEP and that Mr. Sebring’s reports may suffice. Mr. Lewis pointed out that this DEP requirement is specific to drainage districts.

L. ATTORNEY’S REPORT

Mr. Lewis went over the BMP operations in some other districts and what they had been submitting. He added that qualitative loadings may eventually be required.

Mr. Lewis then went over legislative changes that impact the District, including E-Verify, whereby the District and all governments must confirm that illegal aliens are not working for them or for their contractors.

M. ADMINISTRATIVE MATTERS

There were no Administrative Matters to come before the Board.

N. BOARD MEMBER COMMENTS

There were no further comments from the Board Members.

O. ADJOURNMENT

There being no further business to come before the Board, a **motion** was made by Mr. Fabry, seconded by Mr. McKenna and passed unanimously to adjourn the Regular Board Meeting at 11:00 a.m.

Secretary/Assistant Secretary President/Vice President

County Line
Drainage District

**Financial Report For
December 2020**

**COUNTY LINE DRAINAGE DISTRICT
MONTHLY FINANCIAL REPORT
DECEMBER 2020**

	Annual Budget 10/1/20 - 9/30/21	Actual Dec-20	Year To Date Actual 10/1/20 - 12/31/20
REVENUES			
Assessment	193,618	56,767	64,333
Tax Collector - Excess Fees	0	0	0
Miscellaneous Income	0	0	0
Interest Income (GF)	0	0	0
Total Revenues	\$ 193,618	\$ 56,767	\$ 64,333
EXPENDITURES			
Management Fees	30,000	2,375	7,125
Wages	0	0	0
FICA	0	0	0
Employee Benefits	0	0	0
Legal Fees	8,500	200	1,785
Legal Advertisements	0	0	298
Engineering	8,500	285	285
Audit Fees	8,600	0	0
Insurance	7,500	0	7,099
Meetings and Membership Dues	750	0	750
Miscellaneous	900	0	547
Postage and Delivery	0	4	37
Office Expenses	0	3	31
Website/ADA Compliance	0	0	0
Outside Maintenance Labor	28,000	540	2,275
Weed Control	25,000	0	0
Control Structures	31,000	0	0
Fuel/Lubricants	5,000	0	778
Equipment Parts	4,500	0	4,672
SUTA/FUTA Account	0	0	9
Construction Materials	500	0	0
Road Maintenance	12,500	11,800	11,800
Canal Maintenance	30,000	14,440	14,440
North Dike Maintenance	40,000	0	0
Water Management & Drain	0	0	1,010
Water Analyses	5,000	0	192
Reserve	30,032	0	0
Total Expenditures	\$ 276,282	\$ 29,647	\$ 53,133
Revenues Less Expenditures	\$ (82,664)	\$ 27,120	\$ 11,200
County Appraiser & Tax Collector Fee	(535)	(257)	(513)
Discounts For Early Payments	(7,447)	(2,271)	(2,573)
Property Appraiser	(354)	0	(354)
Excess/ (Shortfall)	\$ (91,000)	\$ 24,592	\$ 7,760
Carryover From Prior Year	91,000	0	0
Net Excess/ (Shortfall)	\$ -	\$ 24,592	\$ 7,760

Bank Balance As Of 12/31/20	\$ 178,139.34
Accounts Payable As Of 12/31/20	\$ 30,380.56
Vouchers Payable As Of 12/31/20	\$ 928.71
Accounts Receivable As Of 12/31/20	\$ -
Available Funds As Of 12/31/20	\$ 146,830.07

Fixed Assets As Of 12/31/20	\$ 662,512.00
Less Accumulated Depreciation As Of 12/31/20	\$ 317,480.37
Investment In Fixed Assets As Of 12/31/20	\$ 345,031.63

County Line Drainage District
Budget vs. Actual
October through December 2020

	<u>Oct - Dec 20</u>	<u>20/21 Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Income				
01-3500 · Assessment Revenue	64,332.71	193,618.24	-129,285.53	33.23%
01-3780 · Tax Collector Fees	-513.30	-535.00	21.70	95.94%
01-3785 · Assessment Discounts	-2,573.24	-7,446.86	4,873.62	34.56%
01-3790 · Property Appraiser Fee	-354.00	-354.00	0.00	100.0%
01-9599 · Carryover From Prior Year	0.00	91,000.00	-91,000.00	0.0%
Total Income	<u>60,892.17</u>	<u>276,282.38</u>	<u>-215,390.21</u>	<u>22.04%</u>
Gross Profit	60,892.17	276,282.38	-215,390.21	22.04%
Expense				
01-1311 · Management Fees	7,125.00	30,000.00	-22,875.00	23.75%
01-1480 · Legal Advertisements	297.20	0.00	297.20	100.0%
01-1513 · Postage and Delivery	37.43	0.00	37.43	100.0%
01-1640 · Roadway Maintenance	11,800.00	12,500.00	-700.00	94.4%
01-1645 · Canal Maintenance	14,440.00	30,000.00	-15,560.00	48.13%
01-1646 · North Dike Maintenance	0.00	40,000.00	-40,000.00	0.0%
01-1650 · Outside maint. Labor	2,275.00	28,000.00	-25,725.00	8.13%
01-1660 · Weed Control	0.00	25,000.00	-25,000.00	0.0%
01-1670 · Control Structures	0.00	31,000.00	-31,000.00	0.0%
01-1680 · Fuels / Lubricants	777.92	5,000.00	-4,222.08	15.56%
01-1690 · Equipment Parts / Repair	4,671.67	4,500.00	171.67	103.82%
01-1691 · Construction Materials	0.00	500.00	-500.00	0.0%
01-1720 · SUTA / FUTA Account	9.11	0.00	9.11	100.0%
01-1750 · Legal Fees	1,785.20	8,500.00	-6,714.80	21.0%
01-1760 · Engineering	285.00	8,500.00	-8,215.00	3.35%
01-1770 · Audit Fees	0.00	8,600.00	-8,600.00	0.0%
01-1795 · Meetings & Membership Dues	750.00	750.00	0.00	100.0%
01-1800 · Insurance	7,099.00	7,500.00	-401.00	94.65%
01-1804 · Water Management & Drain (GF)	1,010.00	0.00	1,010.00	100.0%
01-1810 · Miscellaneous	546.82	900.00	-353.18	60.76%
01-1820 · Office Supplies	31.00	0.00	31.00	100.0%
01-1833 · Water Analyses	192.00	5,000.00	-4,808.00	3.84%
01-1896 · Reserve	0.00	30,032.38	-30,032.38	0.0%
Total Expense	<u>53,132.35</u>	<u>276,282.38</u>	<u>-223,150.03</u>	<u>19.23%</u>
	<u>7,759.82</u>	<u>0.00</u>	<u>7,759.82</u>	<u>100.0%</u>

**COUNTY LINE DRAINAGE DISTRICT
FIELD REPORT
MONTHS OF OCTOBER THROUGH DECEMBER 2020**

1) CULVERTS REMOVED/INSTALLED

- a. Replaced 3 culverts:
- b. 36" in main road, Sections 2 & 12.
- c. 36" with header in Section 13.
- d. 24" in Section 12.

2) CANALS CLEANED

- a. Fix washouts on north dike.
- b. Removed sandbars in north canal.

3) WEED CONTROL

- a. None.

4) ROADS MAINTENANCE

- a. Graded all roads and removed extra materials on the sides.

5) METERS/PUMPS

- a. Read all meters.

6) PROJECTED OR SPECIAL PROJECT

- a. None.