



**COUNTY LINE
DRAINAGE DISTRICT**

**LEE COUNTY
REGULAR BOARD MEETING
APRIL 12, 2023
10:00 A.M.**

Special District Services, Inc.
27499 Riverview Center Boulevard, #253
Bonita Springs, FL 33134

www.countylinedd.org
561.630.4922 Telephone
877.SDS.4922 Toll Free
561.630.4923 Facsimile

AGENDA
COUNTY LINE
DRAINAGE DISTRICT
23351 North River Road
Alva, Florida 33920
REGULAR BOARD MEETING
April 12, 2023
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. January 11, 2023 Regular Board Meeting.....Page 2
- G. Old Business
- H. New Business
 - 1. Discussion Regarding Reinstating Crews Bank Line of Credit
 - 2. Consider Resolution 2023-01 – Adopting a Fiscal Year 2023/2024 Proposed Budget.....Page 5
- I. Manager’s Report
 - 1. Financial Report.....Page 11
- J. Field Report.....Page 14
- K. Engineer’s Report
- L. Attorney’s Report
 - 1. Update on Dean Case
- M. Administrative Matters
- N. Board Members Comments
- O. Adjourn

Attn:
COUNTY LINE DRAINAGE C/O SPECI
2501 BURNS RD STE A
PALM BEACH GARDENS, FL 33410

COUNTY LINE DRAINAGE DISTRICT
FISCAL YEAR 2022/2023 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 12, 2022
January 11, 2023
April 12, 2023
June 28, 2023

State of Wisconsin, County of Brown:
Before the undersigned authority personally appeared _____, who on oath says that he or she is a Legal Assistant of the News-Press, a daily newspaper published at Fort Myers in Lee County, Florida; that the attached copy of advertisement, being a Legal Ad in the matter of

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.

COUNTY LINE DRAINAGE DISTRICT FISCAL YEAR
2022/2023 REGULAR MEETING SCHEDULE Regular Meetings
the Board of Supervisors of the County Line Drainage District

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.

In the Twentieth Judicial Circuit Court was published in said newspaper editions dated in the issues of or by publication on the newspaper's website, if authorized, on :

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.

09/30/2022

Meetings may be cancelled from time to time without advertised notice.
www.countylinedd.org
AD#5421920

Sept 30, 2022

Affiant further says that the said News-Press is a paper of general circulation daily in Lee County and published at Fort Myers, in said Lee County, Florida, and that the said newspaper has heretofore been continuously published in said Lee County, Florida each day and has been entered as periodicals matter at the post office in Fort Myers, in said Lee County, Florida, for a period of one year next preceding the first publication of the attached copy of advertisement; and affiant further says that he or she has never paid nor promised any person, firm or corporation any discount, rebate, commission or refund for the purpose of securing this advertisement for publication in said newspaper editions dated:

Sworn to and Subscribed before me this 30th of September 2022, by legal clerk who is personally known to me.

K. Allen

Affiant

Nicole Jacobs

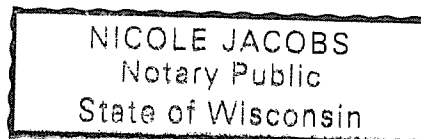
Notary State of Wisconsin, County of Brown

8-21-26

My commission expires

of Affidavits 1

This is not an invoice



**COUNTY LINE DRAINAGE DISTRICT
REGULAR BOARD MEETING
JANUARY 11, 2023**

A. CALL TO ORDER

The January 11, 2023, Regular Board Meeting of the County Line Drainage District (the “District”) was called to order at 10:00 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 September 30, 2022, as part of the District’s Fiscal Year 2022/2023 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	Bob Diffenderfer (via phone)	Lewis, Longman & Walker
District Engineer	Kyle Grandusky (via phone)	GMAwater, LLC
Field Consultant	Randy Sebring	

Also present were Keith & Stephanie Dean, Mark Ebelini, Cullum Jefferies, Dan Murray; and Seth Behn of Lewis Longman & Walker (via phone).

D. ADDITIONS OR DELETIONS TO THE AGENDA

Ms. Meneely requested, and it was the consensus of the Board, to add under New Business - Consider Quit Claim Deed for the Dean Property, since the item was tabled at the last meeting.

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. November 8, 2022, Regular Board Meeting

The November 8, 2022, Regular Board Meeting minutes were presented for consideration.

A **motion** was made by Mr. McKenna, seconded by Mr. Fabry and passed unanimously approving July 13, 2022, Public Hearing & Regular Board Meeting minutes, as presented.

G. OLD BUSINESS

1. Discussion Regarding Reinstating Crews Bank Line of Credit

Ms. Meneely went over the background of the application, noting that the Board had decided to move forward with reinstating the line of credit for \$100,000. The Board discussed the necessary information, including: the County Line Drainage District was the borrowing entity; SDS staff Tori Shamy and Kathleen Meneely are the approved individuals, in addition to the Board Members, to obtain information; Chairman Joe Beale is authorized to execute the loan documents and perform draws; and pledged funding comes from future tax receipts.

A **motion** was made by Mr. Fabry, seconded by Mr. McKenna and passed unanimously to continue moving forward with reinstating the line of credit with approval of all stipulations above recited.

2. Consider Quit Claim Deed for the Dean Property (ADDED)

Mr. Diffenderfer gave a background regarding a request to quit claim deed an easement of record over the Dean property, noting that the item had been tabled at the last meeting. Mr. Ebolini, attorney for the Deans, stated that the Deans were asking the Board to execute a quit claim deed and avoid the expense of going to court. He further stated that the original grantor of the easement may have had the intent to convey the easement, but did not have clear title and the Deans are looking for relief. Mr. Dean stated that the person who gave the easement never acquired the land and now the current owners want to develop it into three properties. Mr. Beale stated that it was nothing personal, but he had substantial concern for the District's interests.

A **motion** was made by Mr. Beale, seconded by Mr. McKenna and passed unanimously denying the Dean's request.

H. NEW BUSINESS

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

I. MANAGER'S REPORT

1. Financial Report

Ms. Meneely went over financial report. There were no questions from the Members of the Board.

A motion was made by Mr. Fabry, seconded by Mr. McKenna and passed unanimously approving the financial report, as presented.

J. FIELD REPORT

Mr. Sebring went over his report as well as the culvert issue.

A motion was made by Mr. Fabry, seconded by Mr. McKenna and passed unanimously accepting the Field Report, as presented.

K. ENGINEER’S REPORT

Mr. Grandusky gave an update on the construction of interest to the District.

A motion was made by Mr. Fabry, seconded by Mr. McKenna and passed unanimously accepting the Engineer’s Report, as presented.

L. ATTORNEY’S REPORT

Ms. Meneely stated that attorney Terry Lewis of Lewis, Longman & Walker had retired and Robert Diffenderfer, along with Seth Behn, of the same firm would now serve in the role as the District’s attorneys. Both attorneys went over their backgrounds and their assistance to Mr. Lewis over his many years of service to the District.

A **motion** was made by Mr. Beale, seconded by Mr. Fabry and passed unanimously acknowledging the new attorneys who will represent the District.

M. ADMINISTRATIVE MATTERS

Ms. Meneely advised that the next meeting was scheduled for April 12, 2023.

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. Beale, seconded by Mr. Fabry and passed unanimously adjourning the Regular Board Meeting at 10:30 a.m.

Secretary/Assistant Secretary

President/Vice President

RESOLUTION NO. 2023-01

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE COUNTY LINE DRAINAGE DISTRICT APPROVING A PROPOSED BUDGET FOR FISCAL YEAR 2023/2024; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Board of Supervisors (“Board”) of the County Line Drainage District (“District”) is required by Chapter 298, *Florida Statutes*, to approve a Proposed Budget for each fiscal year; and,

WHEREAS, the Proposed Budget including the Assessments for Fiscal Year 2023/2024 has been prepared and considered by the Board.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE COUNTY LINE DRAINAGE DISTRICT THAT:

Section 1. The Proposed Budget including the Assessments for Fiscal Year 2023/2024 attached hereto as Exhibit “A” is approved and adopted.

Section 2. A Public Hearing is hereby scheduled for June 28, 2023 at 10:00 a.m. in 23351 North River Road, Alva, Florida 33920, for the purpose of receiving public comments on the Proposed Fiscal Year 2023/2024 Budget.

PASSED, ADOPTED and EFFECTIVE this 12th day of April, 2023.

ATTEST:

COUNTY LINE DRAINAGE DISTRICT

By: _____
Secretary/Assistant Secretary

By: _____
Chairman/Vice Chairman

County Line Drainage District

**Proposed Budget For
Fiscal Year 2023/2024
October 1, 2023 - September 30, 2024**

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I PROPOSED BUDGET

II DETAILED PROPOSED BUDGET

PROPOSED BUDGET
COUNTY LINE DRAINAGE DISTRICT
FISCAL YEAR 2023/2024
OCTOBER 1, 2023 - SEPTEMBER 30, 2024

	FISCAL YEAR
	2023/2024
	BUDGET
REVENUES	
Assessments	167,584
Miscellaneous Income	0
Interest Income	300
Total Revenues	\$ 167,884
EXPENDITURES	
Management Fees	30,648
Legal Fees	10,500
Legal Advertising	1,100
Engineering	7,000
Audit Fees	9,100
Insurance	8,600
Meetings and Membership Dues	750
Miscellaneous	700
Postage	175
Office Supplies	300
Outside Maintenance Labor	32,000
Weed Control	20,000
Control Structures	20,000
Fuel/Lubricants	4,000
Equipment Parts	6,000
Construction Materials	500
Road Maintenance	14,000
Canal Maintenance	15,000
North Dike Maintenance	15,000
Water Analyses	3,000
Reserve	30,000
Total Expenditures	\$ 228,373
Revenues Less Expenditures	\$ (60,489)
Tax Collector Fees	(535)
Discounts For Early Payments	(7,327)
Property Appraiser Fees	(354)
Excess/ (Shortfall)	\$ (68,705)
Carryover From Prior Year	68,705
Net Excess/ (Shortfall)	\$ -

**DETAILED PROPOSED BUDGET
COUNTY LINE DRAINAGE DISTRICT
FISCAL YEAR 2023/2024
OCTOBER 1, 2023 - SEPTEMBER 30, 2024**

	FISCAL YEAR 2021/2022 ACTUAL	FISCAL YEAR ACTUAL 2022/2023 AS OF 3/31/2023	FISCAL YEAR 2022/2023 BUDGET	FISCAL YEAR 2023/2024 BUDGET	COMMENTS
REVENUES					
Assessments	186,693	77,219	167,584	167,584	Expenditures Less Interest/ .94
Miscellaneous Income	0	1,100	0	0	
Interest Income	245	1,292	180	300	Interest Projected At \$25 Per Month
Total Revenues	\$ 186,938	\$ 79,611	\$ 167,764	\$ 167,884	
EXPENDITURES					
Management Fees	28,896	14,880	29,760	30,648	CPI Adjustment (Capped At 3%)
Legal Fees	7,880	5,748	7,500	10,500	\$3,000 Increase From 2022/2023 Budget
Legal Advertising	1,091	282	1,000	1,100	\$100 Increase From 2022/2023 Budget
Engineering	2,375	950	6,000	7,000	\$1,000 Increase From 2022/2023 Budget
Audit Fees	8,900	0	8,700	9,100	\$200 Increase From 2022/2023 Budget
Insurance	7,445	8,022	7,850	8,600	Insurance Estimate
Meetings and Membership Dues	175	175	750	750	No Change From 2022/2023 Budget
Miscellaneous	267	151	828	700	Miscellaneous
Postage	145	86	175	175	No Change From 2022/2023 Budget
Office Supplies	349	196	275	300	\$25 Increase From 2022/2023 Budget
Outside Maintenance Labor	31,379	13,015	25,000	32,000	\$7,000 Increase From 2022/2023 Budget
Weed Control	12,150	0	25,000	20,000	\$5,000 Decrease From 2022/2023 Budget
Control Structures	0	0	25,000	20,000	\$5,000 Decrease From 2022/2023 Budget
Fuel/Lubricants	2,313	0	4,000	4,000	No Change From 2022/2023 Budget
Equipment Parts	5,266	10,300	3,000	6,000	\$3,000 Increase From 2022/2023 Budget
Construction Materials	0	0	500	500	No Change From 2022/2023 Budget
Road Maintenance	0	13,045	14,000	14,000	No Change From 2022/2023 Budget
Canal Maintenance	10,451	0	20,000	15,000	\$5,000 Decrease From 2022/2023 Budget
North Dike Maintenance	8,681	7,915	15,000	15,000	No Change From 2022/2023 Budget
Water Analyses	769	432	3,000	3,000	No Change From 2022/2023 Budget
Reserve	0	0	30,000	30,000	Reserve
Total Expenditures	\$ 128,532	\$ 75,197	\$ 227,338	\$ 228,373	
Revenues Less Expenditures	\$ 58,406	\$ 4,414	\$ (59,574)	\$ (60,489)	
Tax Collector Fees	(379)	(513)	(535)	(535)	Tax Collector Fees
Discounts For Early Payments	(1,963)	(3,068)	(7,327)	(7,327)	Four Percent Of Total Assessment Roll
Property Appraiser Fees	(354)	(354)	(354)	(354)	Property Appraiser Fees
Excess/ (Shortfall)	\$ 55,710	\$ 479	\$ (67,790)	\$ (68,705)	
Carryover From Prior Year	0	0	67,790	68,705	Carryover From Prior Year
Net Excess/ (Shortfall)	\$ 55,710	\$ 479	\$ -	\$ -	

County Line Drainage District Assessment Comparison

	Fiscal Year 2020/2021 Assessment Per Unit	Fiscal Year 2021/2022 Assessment Per Unit	Fiscal Year 2022/2023 Assessment Per Unit	Fiscal Year 2023/2024 Projected Assessment Per Unit
Assessments (Per Acre Rate)	\$ 51.88	\$ 50.00	\$ 44.91	\$ 44.91

* Assessments Include the Following :

4% Discount for Early Payments
And County Tax Collector Fee And
County Property Appraiser Fee

District Information:

Units (One Unit = 1 Acre) 3,732.04

County Line
Drainage District

**Financial Report For
March 2023**

**COUNTY LINE DRAINAGE DISTRICT
MONTHLY FINANCIAL REPORT
MARCH 2023**

	Annual Budget 10/1/22 - 9/30/23	Actual Mar-23	Year To Date Actual 10/1/22 - 3/31/23
REVENUES			
Assessments	167,584	539	77,219
Miscellaneous Income	0	0	0
Other Income	0	0	1,100
Interest Income	180	0	1,292
Total Revenues	\$ 167,764	\$ 539	\$ 79,611
EXPENDITURES			
Management Fees	29,760	2,480	14,880
Legal Fees	7,500	94	5,748
Legal Advertisements	1,000	0	282
Engineering	6,000	0	950
Audit Fees	8,700	0	0
Insurance	7,850	0	8,022
Meetings and Membership Dues	750	0	175
Miscellaneous	828	29	151
Postage	175	0	86
Office Supplies	275	0	196
Outside Maintenance Labor	25,000	0	13,015
Weed Control	25,000	0	0
Control Structures	25,000	0	0
Fuel/Lubricants	4,000	0	0
Equipment Parts/Repairs	3,000	0	10,300
Construction Materials	500	0	0
Road Maintenance	14,000	13,045	13,045
Canal Maintenance	20,000	0	0
North Dike Maintenance	15,000	0	7,915
Water Analyses	3,000	0	432
Reserve	30,000	0	0
Total Expenditures	\$ 227,338	\$ 15,648	\$ 75,197
Revenues Less Expenditures	\$ (59,574)	\$ (15,109)	\$ 4,414
Tax Collector Fees	(535)	0	(513)
Discounts For Early Payments	(7,327)	(5)	(3,068)
Property Appraiser Fees	(354)	0	(354)
Excess/ (Shortfall)	\$ (67,790)	\$ (15,114)	\$ 479
Carryover From Prior Year	67,790	0	0
Net Excess/ (Shortfall)	\$ -	\$ (15,114)	\$ 479

Bank Balance As Of 3/31/23	\$ 267,722.68
Accounts Payable As Of 3/31/23	\$ 15,648.37
Accounts Receivable As Of 3/31/23	\$ -
Available Funds As Of 3/31/23	\$ 252,074.31

County Line Drainage District
Budget vs. Actual
October 2022 through March 2023

	<u>Oct '22 - Mar 23</u>	<u>22/23 Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
01-3500 · Assessment Revenue	77,219.43	167,584.00	-90,364.57	46.08%
01-3780 · Tax Collector Fees	-513.30	-535.00	21.70	95.94%
01-3785 · Assessment Discounts	-3,068.34	-7,327.00	4,258.66	41.88%
01-3790 · Property Appraiser Fee	-354.00	-354.00	0.00	100.0%
01-3900 · Other Income	1,100.00	0.00	1,100.00	100.0%
01-9510 · Interest Income	1,292.30	180.00	1,112.30	717.94%
01-9599 · Carryover From Prior Year	0.00	67,790.00	-67,790.00	0.0%
Total Income	<u>75,676.09</u>	<u>227,338.00</u>	<u>-151,661.91</u>	<u>33.29%</u>
Gross Profit	75,676.09	227,338.00	-151,661.91	33.29%
Expense				
01-1311 · Management Fees	14,880.00	29,760.00	-14,880.00	50.0%
01-1480 · Legal Advertisements	282.44	1,000.00	-717.56	28.24%
01-1513 · Postage and Delivery	85.51	175.00	-89.49	48.86%
01-1640 · Roadway Maintenance	13,045.00	14,000.00	-955.00	93.18%
01-1645 · Canal Maintenance	0.00	20,000.00	-20,000.00	0.0%
01-1646 · North Dike Maintenance	7,915.00	15,000.00	-7,085.00	52.77%
01-1650 · Outside maint. Labor	13,015.00	25,000.00	-11,985.00	52.06%
01-1660 · Weed Control	0.00	25,000.00	-25,000.00	0.0%
01-1670 · Control Structures	0.00	25,000.00	-25,000.00	0.0%
01-1680 · Fuels / Lubricants	0.00	4,000.00	-4,000.00	0.0%
01-1690 · Equipment Parts / Repairs	10,300.00	3,000.00	7,300.00	343.33%
01-1691 · Construction Materials	0.00	500.00	-500.00	0.0%
01-1750 · Legal Fees	5,748.00	7,500.00	-1,752.00	76.64%
01-1760 · Engineering	950.00	6,000.00	-5,050.00	15.83%
01-1770 · Audit Fees	0.00	8,700.00	-8,700.00	0.0%
01-1795 · Meetings & Membership Dues	175.00	750.00	-575.00	23.33%
01-1800 · Insurance	8,022.00	7,850.00	172.00	102.19%
01-1810 · Miscellaneous	151.49	828.00	-676.51	18.3%
01-1820 · Office Supplies	196.15	275.00	-78.85	71.33%
01-1833 · Water Analyses	431.00	3,000.00	-2,569.00	14.37%
01-1896 · Reserve	0.00	30,000.00	-30,000.00	0.0%
Total Expense	<u>75,196.59</u>	<u>227,338.00</u>	<u>-152,141.41</u>	<u>33.08%</u>
Net Ordinary Income	<u>479.50</u>	<u>0.00</u>	<u>479.50</u>	<u>100.0%</u>
Net Income	<u><u>479.50</u></u>	<u><u>0.00</u></u>	<u><u>479.50</u></u>	<u><u>100.0%</u></u>

**COUNTY LINE DRAINAGE DISTRICT
FIELD REPORT
FOR THE MONTHS OF JANUARY THROUGH MARCH 2023**

1) CULVERTS REMOVED/INSTALLED

a) None.

2) CANALS CLEANED

a) None.

3) WEED CONTROL

a) None.

4) ROADS MAINTENANCE

a) None.

5) METERS/PUMPS

a) Read all meters.

6) PROJECTED OR SPECIAL PROJECT

a) None.