



**COUNTY LINE
DRAINAGE DISTRICT**

**LEE COUNTY
REGULAR BOARD MEETING
JANUARY 10, 2024
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
January 10, 2024
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 11, 2023 Regular Board Meeting.....Page 2
- G. Old Business
- H. New Business
 - 1. Consideration of Agreement with Florida Agriculture Management for Field Inspector Services.....Page 5
- I. Manager’s Report
 - 1. Financial Report.....Page 6
- J. Field Report.....Page 10
- K. Engineer’s Report
- L. Attorney’s Report
- 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 2023/2024 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 11, 2023
- January 10, 2024
- April 10, 2024
- July 10, 2024

State of Wisconsin, County of Brown:
Before the undersigned authority personally appeared J. Roberts, 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
2023/2024 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 :

09/29/2023

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.

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:

Meetings may be cancelled from time to time without advertised notice.
AD#5833768 Sept. 29, 2023

Sworn to and Subscribed before me this 29th of September 2023, by legal clerk who is personally known to me.

J. Roberts
Affiant

Nicole Jacobs
Notary State of Wisconsin, County of Brown

8-21-26
My commission expires

of Affidavits 1

This is not an invoice

NICOLE JACOBS
Notary Public
State of Wisconsin

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

A. CALL TO ORDER

The October 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 29, 2023, as part of the District’s Fiscal Year 2023/2024 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	Seth Behn (via phone)	Lewis, Longman & Walker
District Engineer	Kyle Grandusky (via phone)	GMAwater, LLC
Field Consultant	Randy Sebring	

Also present was Cullum Jefferies (via phone).

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. June 28, 2023, Public Hearing & Regular Board Meeting

The June 28, 2023, Public Hearing & Regular Board Meeting minutes were presented for consideration.

A **motion** was made by Mr. Fabry seconded by Mr. McKenna and passed unanimously approving June 28, 2023, Public Hearing & Regular Board Meeting minutes, as presented.

2. July 11, 2023, Special Board Meeting and Attorney-Client Session

The minutes of the July 11, 2023, Special Board Meeting and Attorney-Client Session were presented for consideration.

A **motion** was made by Mr. Fabry, seconded by Mr. McKenna and passed unanimously approving the minutes of the July 11, 2023, Special Board Meeting and Attorney-Client Session, as presented.

G. OLD BUSINESS

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

H. NEW BUSINESS

1. Consider Resolution No. 2023-04 – Adopting a Fiscal Year 2022/2023 Amended Budget

Resolution No. 2023-04 was presented, entitled:

RESOLUTION NO. 2023-04

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE COUNTY LINE DRAINAGE DISTRICT AUTHORIZING AND ADOPTING AN AMENDED FINAL FISCAL YEAR 2022/2023 BUDGET, PURSUANT TO CHAPTER 197, FLORIDA STATUTES; AND PROVIDING AN EFFECTIVE DATE.

A **motion** was made by Mr. Fabry, seconded by Mr. McKenna and passed unanimously adopting Resolution No. 2023-04, as presented.

I. MANAGER'S REPORT

1. Financial Report

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

Ms. Meneely reminded the Board that their next meeting was scheduled for January 10, 2024.

J. FIELD REPORT

Mr. Sebring went over his report in the agenda packet. He stated that the culvert in Section 3 had been re-ordered and he is waiting for it to come in. Mr. Beale stated that the road blew out and washed out the culvert so emergency repairs were needed at a cost of \$13,500.

A **motion** was made by Mr. McKenna, seconded by Mr. Fabry and passed unanimously ratifying the \$13,500 expense.

Mr. Sebring then advised that he would be resigning from the CLDD and Brandon Lynn was recommended to take over the Field Inspector position beginning January 1. Mr. Beale stated they would come up with a charge

for Fl Agriculture Management for Brandon's time. There was a consensus of the Board to get a proposal from Florida. Agriculture Management for Brandon Lynn to serve as the new Field Inspector.

K. ENGINEER'S REPORT

Mr. Grandusky went over the rainfall amounts for the past month, stating that water from Babcock Ranch began flowing into the District which caused the fall out of the culvert between Sections 2 & 3. He estimated the repair cost at \$15,000-\$20,000, further stating that the repair should be completed during the dry season.

Mr. Fabry asked for an update on the County Line ditch and Mr. Grandusky stated that the grant had been delayed and the project would have to be re-bid.

L. ATTORNEY'S REPORT

Mr. Bayne advised that the litigation was ongoing and there is an anticipated mediation set for December.

Mr. Bayne added that he would attend the Florida Association of Special District's Legislative quarterly meeting.

M. ADMINISTRATIVE MATTERS

There were no Administrative Matters to come before the Board.

N. BOARD MEMBER COMMENTS

Mr. Fabry asked when the water permit expired and Mr. Grandusky indicated he would need to investigate it and would bring the information back to the Board.

Mr. McKenna stated that the dike on the north end needed to be mowed and he was working on getting a long arm mower to do the work. Mr. Fabry indicated that now would be the time to do it. There was a consensus of the Board to move forward with the project.

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 adjourning the Regular Board Meeting at 10:30 a.m.

Secretary/Assistant Secretary

President/Vice President

**CONSIDERATION OF AGREEMENT
WITH FLORIDA AGRICULTURE
MANAGEMENT FOR FIELD
INSPECTOR SERVICES**

**TO BE DISTRIBUTED
UNDER SEPARATE COVER**

County Line
Drainage District

**Financial Report For
December 2023**

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

	Annual Budget 10/1/23 - 9/30/24	Actual Dec-23	Year To Date Actual 10/1/23 - 12/31/23
REVENUES			
Assessments	167,584	53,856	55,151
Miscellaneous Income	0	0	0
Other Income	0	0	0
Interest Income	300	0	0
Total Revenues	\$ 167,884	\$ 53,856	\$ 55,151
EXPENDITURES			
Management Fees	30,648	2,554	7,662
Legal Fees	10,500	0	3,944
Legal Advertisements	1,100	0	0
Engineering	7,000	190	190
Audit Fees	9,100	0	0
Insurance	8,600	0	8,763
Meetings and Membership Dues	750	0	175
Miscellaneous	700	0	72
Postage	175	0	29
Office Supplies	300	6	51
Outside Maintenance Labor	32,000	2,990	4,485
Weed Control	25,000	0	0
Control Structures	20,000	0	0
Fuel/Lubricants	4,000	0	0
Equipment Parts/Repairs	6,000	0	0
Construction Materials	500	0	0
Road Maintenance	14,000	0	0
Canal Maintenance	12,500	0	0
North Dike Maintenance	12,500	0	0
Water Analyses	3,000	0	223
Reserve	30,000	0	0
Drainage System	0	0	0
Total Expenditures	\$ 228,373	\$ 5,740	\$ 25,594
Revenues Less Expenditures	\$ (60,489)	\$ 48,116	\$ 29,557
Tax Collector Fees	(535)	0	(651)
Discounts For Early Payments	(7,327)	(2,154)	(2,206)
Property Appraiser Fees	(354)	(354)	(354)
Excess/ (Shortfall)	\$ (68,705)	\$ 45,608	\$ 26,346
Carryover From Prior Year	68,705	0	0
Net Excess/ (Shortfall)	\$ -	\$ 45,608	\$ 26,346

Bank Balance As Of 12/31/23	\$ 283,440.95
Accounts Payable As Of 12/31/23	\$ 9,494.00
Accounts Receivable As Of 12/31/23	\$ -
Available Funds As Of 12/31/23	\$ 273,946.95

County Line Drainage District
Budget vs. Actual
October through December 2023

	<u>Oct - Dec 23</u>	<u>23/24 Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
01-3200 · Maintenance Assessment	55,150.80	167,584.00	-112,433.20	32.91%
01-3780 · Tax Collector Fees	-651.36	-535.00	-116.36	121.75%
01-3785 · Assessment Discounts	-2,206.02	-7,327.00	5,120.98	30.11%
01-3790 · Property Appraiser Fee	-354.00	-354.00	0.00	100.0%
01-9510 · Interest Income	0.00	300.00	-300.00	0.0%
01-9599 · Carryover From Prior Year	0.00	68,705.00	-68,705.00	0.0%
Total Income	<u>51,939.42</u>	<u>228,373.00</u>	<u>-176,433.58</u>	<u>22.74%</u>
Gross Profit	51,939.42	228,373.00	-176,433.58	22.74%
Expense				
01-1311 · Management Fees	7,662.00	30,648.00	-22,986.00	25.0%
01-1480 · Legal Advertisements	0.00	1,100.00	-1,100.00	0.0%
01-1513 · Postage and Delivery	29.03	175.00	-145.97	16.59%
01-1640 · Roadway Maintenance	0.00	14,000.00	-14,000.00	0.0%
01-1645 · Canal Maintenance	0.00	12,500.00	-12,500.00	0.0%
01-1646 · North Dike Maintenance	0.00	12,500.00	-12,500.00	0.0%
01-1650 · Outside maint. Labor	4,485.00	32,000.00	-27,515.00	14.02%
01-1660 · Weed Control	0.00	25,000.00	-25,000.00	0.0%
01-1670 · Control Structures	0.00	20,000.00	-20,000.00	0.0%
01-1680 · Fuels / Lubricants	0.00	4,000.00	-4,000.00	0.0%
01-1690 · Equipment Parts / Repairs	0.00	6,000.00	-6,000.00	0.0%
01-1691 · Construction Materials	0.00	500.00	-500.00	0.0%
01-1750 · Legal Fees	3,944.00	10,500.00	-6,556.00	37.56%
01-1760 · Engineering	190.00	7,000.00	-6,810.00	2.71%
01-1770 · Audit Fees	0.00	9,100.00	-9,100.00	0.0%
01-1795 · Meetings & Membership Dues	175.00	750.00	-575.00	23.33%
01-1800 · Insurance	8,763.00	8,600.00	163.00	101.9%
01-1810 · Miscellaneous	71.51	700.00	-628.49	10.22%
01-1820 · Office Supplies	50.85	300.00	-249.15	16.95%
01-1833 · Water Analyses	223.00	3,000.00	-2,777.00	7.43%
01-1896 · Reserve	0.00	30,000.00	-30,000.00	0.0%
Total Expense	<u>25,593.39</u>	<u>228,373.00</u>	<u>-202,779.61</u>	<u>11.21%</u>
Net Ordinary Income	<u>26,346.03</u>	<u>0.00</u>	<u>26,346.03</u>	<u>100.0%</u>
Net Income	<u><u>26,346.03</u></u>	<u><u>0.00</u></u>	<u><u>26,346.03</u></u>	<u><u>100.0%</u></u>

**COUNTY LINE DRAINAGE DISTRICT
TAX COLLECTIONS 2023-2024**

#	ID#	PAYMENT FROM	DATE	FOR	Tax Collect Receipts	Interest Received	Commissions Paid	Discount	Net From Tax Collector	O & M Assessment Income (Before Discounts & Fee)	O & M Assessment Income (After Discounts & Fee)
									\$167,584.00	\$167,584.00	\$167,584.00
									\$159,368.00	\$159,368.00	\$159,368.00
1		Paid to Lee County Prop Appraiser	11/07/23	Fees			\$ (354.00)		\$ (354.00)		\$ (354.00)
2	1	Lee County Tax Collector	11/29/23	NAV Taxes	\$ 1,294.75		\$ (651.36)	\$ (51.80)	\$ 591.59	\$ 1,294.75	\$ 591.59
3	2	Lee County Tax Collector	12/13/23	NAV Taxes	\$ 53,856.05			\$ (2,154.22)	\$ 51,701.83	\$ 53,856.05	\$ 51,701.83
4									\$ -		
5									\$ -		
6									\$ -		
7									\$ -		
8									\$ -		
9									\$ -		
10									\$ -		
11									\$ -		
12									\$ -		
13									\$ -		
14									\$ -		
15									\$ -		
16									\$ -		
					\$ 55,150.80	\$ -	\$ (1,005.36)	\$ (2,206.02)	\$ 51,939.42	\$ 55,150.80	\$ 51,939.42

\$ 55,150.80	
\$ -	\$ 51,939.42
\$ (55,150.80)	\$ (51,939.42)
\$ -	\$ -

Note: \$167,584 is 2023/2024 Budgeted assessments before discounts and fees.
\$159,368 is 2023/2024 Budgeted assessments after discounts and fees.

**COUNTY LINE DRAINAGE DISTRICT
FIELD REPORT
FOR THE MONTHS OF OCTOBER THROUGH DECEMBER 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.