



**COUNTY LINE
DRAINAGE DISTRICT**

**LEE COUNTY
REGULAR BOARD MEETING
OCTOBER 9, 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
October 9, 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. August 7, 2024 Regular Board Meeting & Public Hearing.....Page 2
- G. Old Business
- H. New Business
 - 1. Consider Resolution No. 2024-05 – Adopting a Fiscal Year 2023/2024 Amended Budget...Page 6
- I. Manager’s Report
 - 1. Financial Report.....Page 9
- J. Field Report.....Page 13
- K. Engineer’s Report
- L. Attorney’s Report
- M. Administrative Matters
- N. Board Members Comments
- O. Adjourn

COUNTY LINE DRAINAGE DISTRICT
FISCAL YEAR 2024/2025
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 Districts office located at 23351 North River Road, Alva, Florida 33920 on the following dates:

October 9, 2024

January 8, 2025

April 9, 2025

August 13, 2025

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 Districts 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.

www.countylinedd.org

9/24/2024 #10585011

**COUNTY LINE DRAINAGE DISTRICT
PUBLIC HEARING & REGULAR BOARD MEETING
AUGUST 7, 2024**

A. CALL TO ORDER

The August 7, 2024, Regular Board Meeting of the County Line Drainage District (the “District”) was called to order at 10:03 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 July 16, 2024, and July 23, 2024, as legally required.

C. SEAT BOARD MEMBERS

D. ADMINISTER OATH OF OFFICE & REVIEW BOARD MEMBER DUTIES & RESPONSIBILITIES

Ms. Meneely administered the Oath of Office to Paul Fabry.

E. ELECTION OF OFFICERS

Ms. Meneely went over the current slate of officers.

A **motion** was made by Mr. Fabry, seconded by Mr. Beale and passed unanimously to keep the same slate of officers, as follows:

- Chairman – Joe Beale
- Vice Chairman – Paul Fabry
- Secretary/Treasurer – Kathleen Meneely
- Assistant Secretary – Pat McKenna

F. 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 via phone
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	Brandon Lynn	

Also present were Cullum Jefferies (via phone) and Joseph Beale, III.

G. ADDITIONS OR DELETIONS TO THE AGENDA

There were no additions or deletions to the agenda.

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

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

I. APPROVAL OF MINUTES

1. April 10, 2024, Regular Board Meeting

The April 10, 2024, Regular Board Meeting minutes were presented for consideration.

A **motion** was made by Mr. Fabry, seconded by Mr. McKenna and passed unanimously approving the April 10, 2024, Regular Board Meeting minutes, as presented.

The Regular Board Meeting was then recessed and the Public Hearing was opened.

J. PUBLIC HEARING

1. Proof of Publication

Proof of publication was presented that notice of the Public Hearing had been published in the *Fort Myers News-Press* on July 16, 2024, and July 23, 2024, as legally required.

2. Receive Public Comment on Fiscal Year 2024/2025 Final Budget

There was no public comment on the Fiscal Year 2024/2025 Final Budget.

3. Consider Resolution No. 2024-02 – Adopting a Fiscal Year 2024/2025 Final Budget

Resolution No. 2024-02 was presented, entitled:

RESOLUTION NO. 2024-02

A RESOLUTION OF THE COUNTY LINE DRAINAGE DISTRICT ADOPTING A FISCAL YEAR 2024/2025 BUDGET.

A **motion** was made by Mr. Fabry, seconded by Mr. McKenna and passed unanimously adopting Resolution No. 2024-02, as presented.

The Public Hearing was then closed and the Regular Board Meeting was reconvened.

K. OLD BUSINESS

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

L. NEW BUSINESS

1. Consider Resolution No. 2024-03 – Adopting a Fiscal Year 2024/2025 Meeting Schedule

Resolution No. 2024-03 was presented, entitled:

RESOLUTION NO. 2024-03

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE COUNTY LINE DRAINAGE DISTRICT, ESTABLISHING A REGULAR MEETING SCHEDULE FOR FISCAL YEAR 2024/2025 AND SETTING THE TIME AND LOCATION OF SAID DISTRICT MEETINGS; AND PROVIDING AN EFFECTIVE DATE.

After discussion, a **motion** was made by Mr. Fabry, seconded by Mr. McKenna and passed unanimously adopting Resolution No. 2024-03, amended to reflect changing the July 9, 2025, meeting to August 13, 2025.

2. Consider Resolution No. 2024-04 – Adopting Goals & Objectives

Resolution No. 2024-04 was presented, entitled:

RESOLUTION 2024-04

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE COUNTY LINE DRAINAGE DISTRICT ADOPTING GOALS, OBJECTIVES, AND PERFORMANCE MEASURES AND STANDARDS; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

Mr. Behn advised that the goals and objectives were a new requirement of the State and must be completed by October 1, 2024.

A **motion** was made by Mr. Fabry, seconded by Mr. McKenna and passed unanimously adopting Resolution No. 2024-04, as presented.

M. MANAGER’S REPORT

1. Financial Report

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

N. FIELD REPORT

Mr. Lynn went over his report stating that the 11B flowmeter was up for renewal and was back functioning.

A **motion** was made by Mr. Fabry, seconded by Mr. McKenna and passed unanimously accepting the Field Report from Mr. Lynn.

O. ENGINEER’S REPORT

Mr. Grandusky stated that the annual engineer's report had been completed and explained that BMAP was included in the report. He furthered that he would send the report for the records and advised that the county line ditch replacement east of the District was on hold.

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

P. ATTORNEY'S REPORT

Mr. Behn stated that the District was successful in the Dean easement litigation matter. He added that the rehearing request had been denied and indicated that the Deans were appealing and asking for more time and should receive a reply by September. He added that the County and surveyor had been put on notice that the District's easement exists and there is no building on it.

Mr. Behn then reminded the Board to complete their four hours of ethics training and went over the alternatives. Mr. Fabry asked Ms. Meneely to resend the ethics training memo with course links.

Q. ADMINISTRATIVE MATTERS

Ms. Meneely advised that the next meeting was scheduled for October 9, 2024.

R. BOARD MEMBER COMMENTS

There were no further comments from the Board Members.

S. 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

RESOLUTION NO. 2024-05

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE COUNTY LINE DRAINAGE DISTRICT AUTHORIZING AND ADOPTING AN AMENDED FINAL FISCAL YEAR 2023/2024 BUDGET, PURSUANT TO CHAPTER 197, FLORIDA STATUTES; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Board of Supervisors of the County Line Drainage District (hereinafter the “District”) is empowered to provide a funding source and to impose special assessments upon the properties within the District; and,

WHEREAS, the District has prepared for consideration and approval an amended final fiscal year 2023/2024 budget.

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

Section 1. The Amended Operating Fund and Debt Service Fund Budget for Fiscal Year 2023/2024 attached hereto as Exhibit “A” is hereby approved and adopted.

Section 2. The Secretary/Assistant Secretary of the District is authorized to execute any and all necessary transmittals, certifications or other acknowledgements or writings, as necessary, to comply with the intent of this Resolution.

PASSED, ADOPTED and EFFECTIVE this 9th day of October, 2024.

ATTEST:

**COUNTY LINE
DRAINAGE DISTRICT**

By: _____
Secretary/Assistant Secretary

By: _____
Chairperson/Vice Chairperson

County Line Drainage District

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

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

	FISCAL YEAR 2023/2024 BUDGET 10/1/23 - 9/30/24	AMENDED FINAL BUDGET 10/1/23 - 9/30/24	YEAR TO DATE ACTUAL 10/1/23 - 9/29/24
REVENUES			
Assessments	167,584	170,287	170,287
Tax Collector - Excess Fees	0	0	0
Miscellaneous Income	0	0	0
Interest Income	300	10,200	10,119
Total Revenues	\$ 167,884	\$ 180,487	\$ 180,406
EXPENDITURES			
Management Fees	30,648	30,648	30,648
Legal Fees	10,500	98,000	87,561
Legal Advertising	1,100	1,100	502
Engineering	7,000	3,500	665
Audit Fees	9,100	9,800	9,800
Insurance	8,600	8,863	8,863
Meetings and Membership Dues	750	175	175
Miscellaneous	700	700	308
Postage and Delivery	175	175	154
Office Supplies	300	300	238
Outside Maintenance Labor	32,000	28,000	22,706
Weed Control	25,000	5,000	10,575
Control Structures	20,000	5,000	0
Fuel/Lubricants	4,000	2,000	0
Equipment Parts	6,000	14,000	12,072
Construction Materials	500	0	0
Road Maintenance	14,000	14,000	14,000
Canal Maintenance	12,500	6,250	0
North Dike Maintenance	12,500	12,500	8,655
Water Analyses	3,000	2,000	1,137
Reserve	30,000	15,800	0
Drainage System	0	14,200	14,200
Total Expenditures	\$ 228,373	\$ 272,011	\$ 222,259
Revenues Less Expenditures	\$ (60,489)	\$ (91,524)	\$ (41,853)
County Appraiser & Tax Collector Fee	(535)	(651)	(651)
Discounts For Early Payments	(7,327)	(2,876)	(2,876)
Property Appraiser	(354)	(354)	(354)
Excess/ (Shortfall)	\$ (68,705)	\$ (95,405)	\$ (45,734)
Carryover From Prior Year	68,705	0	0
Net Excess/ (Shortfall)	\$ -	\$ (95,405)	\$ (45,734)

FUND BALANCE AS OF 9/30/23	\$ 247,601
FY 2023/2024 ACTIVITY	\$ (95,405)
FUND BALANCE AS OF 9/30/24	\$ 152,196

Notes

Actual Legal Invoices Received Through August 2024

Carryover From Prior Year Of \$68,705 was used to reduce Fiscal Year 2023/2024 Assessments.

Carryover From Prior Year Of \$118,767 to be used to reduce Fiscal Year 2024/2025 Assessments.

County Line
Drainage District

**Financial Report For
September 2024**

**COUNTY LINE DRAINAGE DISTRICT
MONTHLY FINANCIAL REPORT
SEPTEMBER 2024**

	Annual Budget 10/1/23 - 9/30/24	Actual Sep-24	Year To Date Actual 10/1/23 - 9/30/24
REVENUES			
Assessments	167,584	0	170,287
Miscellaneous Income	0	0	0
Other Income	0	0	0
Interest Income	300	0	10,119
Total Revenues	\$ 167,884	\$ -	\$ 180,406
EXPENDITURES			
Management Fees	30,648	2,554	30,648
Legal Fees	10,500	0	87,561
Legal Advertisements	1,100	0	502
Engineering	7,000	0	665
Audit Fees	9,100	0	9,800
Insurance	8,600	0	8,863
Meetings and Membership Dues	750	0	175
Miscellaneous	700	76	308
Postage	175	20	154
Office Supplies	300	62	238
Outside Maintenance Labor	32,000	770	22,706
Weed Control	25,000	0	10,575
Control Structures	20,000	0	0
Fuel/Lubricants	4,000	0	0
Equipment Parts/Repairs	6,000	0	12,072
Construction Materials	500	0	0
Road Maintenance	14,000	0	14,000
Canal Maintenance	12,500	0	0
North Dike Maintenance	12,500	0	8,655
Water Analyses	3,000	372	1,137
Reserve	30,000	0	0
Drainage System	0	0	14,200
Total Expenditures	\$ 228,373	\$ 3,854	\$ 222,259
Revenues Less Expenditures	\$ (60,489)	\$ (3,854)	\$ (41,853)
Tax Collector Fees	(535)	0	(651)
Discounts For Early Payments	(7,327)	0	(2,876)
Property Appraiser Fees	(354)	0	(354)
Excess/ (Shortfall)	\$ (68,705)	\$ (3,854)	\$ (45,734)
Carryover From Prior Year	68,705	0	0
Net Excess/ (Shortfall)	\$ -	\$ (3,854)	\$ (45,734)

Bank Balance As Of 9/30/24	\$ 209,752.36
Accounts Payable As Of 9/30/24	\$ 7,885.75
Accounts Receivable As Of 9/30/24	\$ -
Available Funds As Of 9/30/24	\$ 201,866.61

County Line Drainage District
Budget vs. Actual
October 2023 through September 2024

	<u>Oct 23 - Sept 24</u>	<u>23/24 Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
01-3500 · Assessment Revenue	170,286.75	167,584.00	2,702.75	101.61%
01-3780 · Tax Collector Fees	-651.36	-535.00	-116.36	121.75%
01-3785 · Assessment Discounts	-2,875.66	-7,327.00	4,451.34	39.25%
01-3790 · Property Appraiser Fee	-354.00	-354.00	0.00	100.0%
01-9510 · Interest Income	10,119.01	300.00	9,819.01	3,373.0%
01-9599 · Carryover From Prior Year	0.00	68,705.00	-68,705.00	0.0%
Total Income	<u>176,524.74</u>	<u>228,373.00</u>	<u>-51,848.26</u>	<u>77.3%</u>
Gross Profit	176,524.74	228,373.00	-51,848.26	77.3%
Expense				
01-1311 · Management Fees	30,648.00	30,648.00	0.00	100.0%
01-1480 · Legal Advertisements	502.00	1,100.00	-598.00	45.64%
01-1513 · Postage and Delivery	154.26	175.00	-20.74	88.15%
01-1640 · Roadway Maintenance	14,000.00	14,000.00	0.00	100.0%
01-1645 · Canal Maintenance	0.00	12,500.00	-12,500.00	0.0%
01-1646 · North Dike Maintenance	8,655.00	12,500.00	-3,845.00	69.24%
01-1650 · Outside maint. Labor	22,706.02	32,000.00	-9,293.98	70.96%
01-1660 · Weed Control	10,575.00	25,000.00	-14,425.00	42.3%
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	12,072.00	6,000.00	6,072.00	201.2%
01-1691 · Construction Materials	0.00	500.00	-500.00	0.0%
01-1750 · Legal Fees	87,560.63	10,500.00	77,060.63	833.91%
01-1760 · Engineering	665.00	7,000.00	-6,335.00	9.5%
01-1770 · Audit Fees	9,800.00	9,100.00	700.00	107.69%
01-1795 · Meetings & Membership Dues	175.00	750.00	-575.00	23.33%
01-1800 · Insurance	8,863.00	8,600.00	263.00	103.06%
01-1810 · Miscellaneous	307.69	700.00	-392.31	43.96%
01-1820 · Office Supplies	238.45	300.00	-61.55	79.48%
01-1833 · Water Analyses	1,137.00	3,000.00	-1,863.00	37.9%
01-1896 · Reserve	0.00	30,000.00	-30,000.00	0.0%
01-1804 · Drainage	14,200.00	0.00	14,200.00	100.0%
Total Expense	<u>222,259.05</u>	<u>228,373.00</u>	<u>-6,113.95</u>	<u>97.32%</u>
Net Ordinary Income	<u>-45,734.31</u>	<u>0.00</u>	<u>-45,734.31</u>	<u>100.0%</u>
Net Income	<u><u>-45,734.31</u></u>	<u><u>0.00</u></u>	<u><u>-45,734.31</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	3	Lee County Tax Collector	01/12/24	NAV Taxes	\$ 21,673.86			\$ (650.17)	\$ 21,023.69	\$ 21,673.86	\$ 21,023.69
5	4	Lee County Tax Collector	02/15/24	NAV Taxes	\$ 647.16			\$ (15.12)	\$ 632.04	\$ 647.16	\$ 632.04
6	5	Lee County Tax Collector	03/13/24	NAV Taxes	\$ 108.68			\$ (2.18)	\$ 106.50	\$ 108.68	\$ 106.50
7	6	Lee County Tax Collector	04/15/24	NAV Taxes	\$ 649.40			\$ (2.17)	\$ 647.23	\$ 649.40	\$ 647.23
8	7	Lee County Tax Collector	07/12/24	NAV Taxes (Delinquent)	\$ 89,375.78	\$ 2,681.07			\$ 92,056.85	\$ 92,056.85	\$ 92,056.85
9									\$ -		
10									\$ -		
11									\$ -		
12									\$ -		
13									\$ -		
14									\$ -		
15									\$ -		
16									\$ -		
					\$ 167,605.68	\$ 2,681.07	\$ (1,005.36)	\$ (2,875.66)	\$ 166,405.73	\$ 170,286.75	\$ 166,405.73

\$ 167,605.68	
\$ 2,681.07	\$ 166,405.73
<u>\$ (170,286.75)</u>	<u>\$ (166,405.73)</u>
\$ -	\$ -

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
Quarterly Field Report
July - September 2024

Culvert Removal/Installation

Ordered a replacement for a collapsed culvert in the bottom of section 1.

ELD has quoted us \$4,500 for the removal of the collapsed pipe and the installation of the new culvert. Mettauier Environmental quoted us \$12,276.

Ordered a replacement for a partially collapsed culvert at the northern lift pump. ELD has quoted us \$4,500 for the removal of the collapsed pipe and the installation of the new culvert. Mettauier Environmental quoted us \$12,276.

Canal Cleaning

Nothing to report

Weed Control

Nothing to report

Road Maintenance

Nothing to report

Meters and Pump Readings

Flowmeter readings reported at the beginning of every month, all flowmeters appear to be working properly, except the flowmeter at P23. I had to have Avanti rebuild the flowmeter. I installed the new flowmeter on 9/26/2024.

Special Projects

Nothing to report