



**EAST CHARLOTTE
DRAINAGE DISTRICT**

**CHARLOTTE COUNTY
RESCHEDULED
REGULAR BOARD MEETING
NOVEMBER 15, 2022
9:00 A.M.**

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

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

AGENDA
EAST CHARLOTTE
DRAINAGE DISTRICT
Charlotte Harbor Event Conference Center
75 Taylor Street
Punta Gorda, Florida 33950
RESCHEDULED
REGULAR BOARD MEETING
November 15, 2022
9:00 A.M.

- A. Call to Order
- B. Pledge of Allegiance
- C. Proof of Publication.....Page 1
- D. Establish Quorum
- E. Additions or Deletions to Agenda
- F. Comments from the Public for Items Not on the Agenda
- G. Approval of Minutes
 - 1. July 19, 2022 Public Hearing, Annual Meeting & Regular Board Meeting Minutes.....Page 2
- H. Old Business
- I. New Business
 - 1. Consider Resolution No. 2022-04 – Adopting a Fiscal Year 2021/2022 Amended Budget.Page 6
 - 2. Discussion Regarding Crews Bank Line of Credit.....Page 9
- J. Manager’s Report
 - 1. Financial Report.....Page 10
- K. Field Report.....Page 13
- L. Engineer’s Report
- M. Attorney’s Report
- N. Administrative Matters
- O. Board Members Comments
- P. Adjourn



PUBLISHER’S AFFIDAVIT OF PUBLICATION STATE OF FLORIDA COUNTY OF CHARLOTTE:

Before the undersigned authority personally appeared Melinda Prescott, who on oath says that she is the Legal Advertising Representative of The Daily Sun, a newspaper published at Charlotte Harbor in Charlotte County, Florida; that the attached copy of advertisement, being a Legal Notice that was published in said newspaper in the issue(s)

11/04/22

as well as being posted online at www.yoursun.com and www.floridapublicnotices.com.

Affiant further says that the said newspaper is a newspaper published at Charlotte Harbor, in said Charlotte County, Florida, and that the said newspaper has heretofore been continuously published in said Charlotte County, Florida, Sarasota County, Florida and DeSoto County, Florida, each day and has been entered as periodicals matter at the post office in Punta Gorda, in said Charlotte County, Florida, for a period of 1 year next preceding the first publication of the attached copy of advertisement; and affiant further says that he or she has neither paid nor promised any person, firm or corporation any discount, rebate, commission or refund for the purpose of securing this advertisement for publication in the said newspaper.

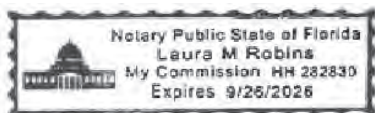
Melinda Prescott

(Signature of Affiant)

Sworn and subscribed before me this 4th day of November, 2022

Laura M Robins

(Signature of Notary Public)



Personally known X OR Produced Identification

EAST CHARLOTTE DRAINAGE DISTRICT NOTICE OF RESCHEDULED REGULAR BOARD MEETING

NOTICE IS HEREBY GIVEN that the Board of Supervisors (the "Board") of the East Charlotte Drainage District (the "District") will hold a Rescheduled Regular Board Meeting ("Meeting") on November 15, 2022, at 9:00 a.m. in the Charlotte Harbor Event and Conference Center located at 75 Taylor Street, Punta Gorda, Florida 33950. This Meeting is being rescheduled from October 18, 2022, due to Hurricane Ian.

The purpose of the Meeting is to conduct any business which may properly come before the Board. Meetings are open to the public and will be conducted in accordance with the provisions of Florida law for special districts. A copy of the agenda for this Meetings may be obtained from the District's website www.eastcharlottedd.org or by contacting the District Manager at (941) 786-3716 or by email at kmeneely@sdsinc.org and/or toll free at 1-877-737-4922 prior to the date of the Meeting. The Meeting may be continued to a date, time and place to be specified on the record at the Meeting.

From time to time one Supervisor may participate by telephone; therefore, a speaker telephone will be present at the Meeting location so that Supervisors may be fully informed of the discussions taking place. Said Meeting may be continued as found necessary to a time and place specified on the record.

If any person decides to appeal any decision made with respect to any matter considered at this Meeting, such person will need a record of the proceedings and such person may need to insure that a verbatim record of the proceedings is made at his or her own expense and which record includes the testimony and evidence on which the appeal is based.

In accordance with the provisions of the Americans with Disabilities Act, any person requiring special accommodations or an interpreter to participate at this Meeting should contact the District Manager at (941) 786-3716 and/or toll free at 1-877-737-4922 at least seven (7) days prior to the date of the particular meeting.

Meetings may be cancelled from time to time without advertised notice.

EAST CHARLOTTE DRAINAGE DISTRICT

www.eastcharlottedd.org
Publish: 11/04/2022
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**EAST CHARLOTTE DRAINAGE DISTRICT
PUBLIC HEARING, ANNUAL MEETING & REGULAR BOARD MEETING
JULY 19, 2022**

A. CALL TO ORDER

The July 19, 2022, Regular Board Meeting of the East Charlotte Drainage District (the “District”) was called to order at 9:07 a.m. in the Charlotte Harbor Event Conference Center located at 75 Taylor Street, Punta Gorda, Florida 33950.

B. PLEDGE OF ALLEGIANCE

C. PROOF OF PUBLICATION

Proof of publication was presented that notice of the Public Hearing, Annual Meeting and Regular Board Meeting had been published in the *Fort Myers News-Press* on June 22, 2022, and June 29, 2022, as legally required.

D. SEAT NEW BOARD MEMBERS

E. ADMINISTER OATH OF OFFICE AND REVIEW BOARD MEMBER RESPONSIBILITIES & DUTIES

Ms. Meneely administered the Oaths of Office to Zackary Varner and David Kemeny.

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:

Chairman	Zachary Varner	Present
Vice Chairman	David Kemeny	Present
Supervisor	Phillip Varner	Present

Staff members in attendance were:

District Manager	Kathleen Meneely	Special District Services, Inc.
	Michelle Krizen	Special District Services, Inc.
General Counsel	Terry Lewis (via phone)	Lewis, Longman & Walker

G. ELECTION OF OFFICERS

A **motion** was made by Mr. Kemeny, seconded by Mr. Phillip Varner and passed unanimously electing the following Officers:

Zachary Varner as Chairman, David Kemeny as Vice Chairman, Kathleen Meneely as Secretary/Treasurer and Michelle Krizen and Phillip Varner as Assistant Secretaries.

H. ADDITIONS OR DELETIONS TO THE AGENDA

There were no additions or deletions to the agenda.

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

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

J. APPROVAL OF MINUTES

1. April 19, 2022, Regular Board Meeting

The April 19, 2022, Regular Board Meeting minutes were presented for consideration.

A **motion** was made by Mr. Phillip Varner, seconded by Mr. Kemeny and passed unanimously approving the April 19, 2022, Regular Board Meeting minutes, as presented.

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

K. PUBLIC HEARING

1. Proof of Publication

Proof of publication was presented that notice of the Public Hearing, Annual Meeting and Regular Board Meeting had been published in the *Fort Myers News-Press* on June 22, 2022, and June 29, 2022, as legally required.

2. Receive Public Comment on the Fiscal Year 2022/2023 Final Budget

There was no public comment on the Fiscal Year 2022/2023 Final Budget.

3. Consider Resolution No. 2022-02 – Adopting a Fiscal Year 2022/2023 Final Budget

Resolution No. 2022-02 was presented, entitled:

RESOLUTION NO. 2022-02

**A RESOLUTION OF THE EAST CHARLOTTE DRAINAGE DISTRICT ADOPTING
A FISCAL YEAR 2022/2023 BUDGET.**

A **motion** was made by Mr. Kemeny, seconded by Mr. Phillip Varner and passed unanimously adopting Resolution No. 2022-02, as presented.

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

L. OLD BUSINESS

1. Update on Alico Response to Road Repairs/Paving

The Board was advised that the notice had been put out to bid.

The Board was advised that Sunnyland had been paved, but needed some more work. Aprons need to be put in. Self taxing the area with \$1 per truck to fund the road.

M. NEW BUSINESS

1. Consider Resolution No. 2022-03 Adopting a Fiscal Year 2022/2023 Meeting Schedule

Resolution No. 2022-03 was presented, entitled:

RESOLUTION NO. 2022-03

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE EAST CHARLOTTE DRAINAGE DISTRICT, ESTABLISHING A REGULAR MEETING SCHEDULE FOR FISCAL YEAR 2022/2023 AND SETTING THE TIME AND LOCATION OF SAID DISTRICT MEETINGS; AND PROVIDING AN EFFECTIVE DATE.

A **motion** was made by Mr. Phillip Varner, seconded by Mr. Kemeny and passed unanimously adopting Resolution No. 2022-03, as presented.

2. Consider Annual Letter of Agreement between JWCD (Joshua Water Control District) and ECDD for Fiscal Year 2022/2023

JWCD agreed to continue the agreement at their last meeting. Discussion ensued regarding exploring the possibility of auto renewal next year.

N. MANAGER'S REPORT

a. Financial Report

Ms. Meneely went over the financials. The Board had no questions.

A **motion** was made by Mr. Phillip Verner, seconded by Mr. Varner and passed unanimously approving and accepting the Financial Report, as presented.

O. FIELD REPORT

Ms. Meneely presented the report that was included in the meeting book.

A **motion** was made by Mr. Zachary Varner, seconded by Mr. Kemeny and passed unanimously accepting the Field Report, as presented.

P. ENGINEER'S REPORT

Ms. Meneely presented the report. The Board had no questions.

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

Q. ATTORNEY’S REPORT

There is an issue with a land owner who built a fence in the right –of-way. One fence is still there.

Mr. Phillip Varner will meet with another landowner today and will follow up with the attorney, if further action is needed.

Ms. Meneely advised that the water needs with the county had been turned in and they confirmed acceptance.

R. ADMINISTRATIVE MATTERS

There were no Administrative Matters to come before the Board.

S. BOARD MEMBER COMMENTS

There were no further Board Member comments.

T. ADJOURNMENT

There being no further business to come before the Board, a **motion** was made by Mr. Phillip Varner, seconded by Mr. Kemeny and passed unanimously adjourning the Regular Board Meeting at 9:19 a.m.

Secretary/Assistant Secretary

President/Vice President

RESOLUTION NO. 2022-04

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE EAST CHARLOTTE DRAINAGE DISTRICT AUTHORIZING AND ADOPTING AN AMENDED FINAL FISCAL YEAR 2021/2022 BUDGET, PURSUANT TO CHAPTER 197, FLORIDA STATUTES; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Board of Supervisors of the East Charlotte 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 2021/2022 budget.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE EAST CHARLOTTE DRAINAGE DISTRICT, THAT:

Section 1. The Amended Operating Fund and Debt Service Fund Budget for Fiscal Year 2021/2022 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 15th day of November, 2022.

ATTEST:

**EAST CHARLOTTE
DRAINAGE DISTRICT**

By: _____
Secretary/Assistant Secretary

By: _____
Chairperson/Vice Chairperson

East Charlotte Drainage District

**Amended Final Budget For
Fiscal Year 2021/2022
October 1, 2021 - September 30, 2022**

**AMENDED FINAL BUDGET
EAST CHARLOTTE DRAINAGE DISTRICT
FISCAL YEAR 2021/2022
OCTOBER 1, 2021 - SEPTEMBER 30, 2022**

	FISCAL YEAR 2021/2022 BUDGET 10/1/21 - 9/30/22	AMENDED FINAL BUDGET 10/1/21 - 9/30/22	YEAR TO DATE ACTUAL 10/1/21 - 9/29/22
REVENUES			
Assessment - Maintenance	194,292	194,387	194,387
Assessment - Capital Unit 1	0	0	0
Assessment - Capital Unit 2	0	0	0
Assessment - Shell Roads Maintenance	6,011	6,013	6,013
Miscellaneous Income	0	2,594	2,594
Interest Income	60	135	135
Total Revenues	\$ 200,363	\$ 203,129	\$ 203,129
EXPENDITURES			
Management Fees	28,896	28,896	28,896
Legal Fees	7,000	7,500	5,628
Engineering	7,500	11,000	8,806
Audit Fees	8,900	8,570	8,570
Assessment/Tax Roll	250	0	0
Office Supplies	500	350	317
Postage & Delivery	200	300	275
Miscellaneous	750	750	568
Legal Advertising	750	750	427
Meeting and Membership Dues	1,200	175	175
Insurance	3,750	3,618	3,618
Interest on Credit Line (LOC)	275	0	0
Roads Paving Loan - Principal	0	0	0
Roads Paving Loan - Interest	0	0	0
Discharge Pump, Section 16	500	0	0
Contractual Services	24,000	24,000	24,000
Weed Control	27,432	27,000	23,391
Mechanical Cleaning	12,950	2,500	0
Canal Maintenance	0	0	0
Road Maintenance	24,241	12,000	6,284
Control Structures	17,689	18,000	13,599
Water Analyses	240	0	0
Miscellaneous Maintenance	2,500	500	144
Reserve	18,702	10,000	0
Total Expenditures	\$ 188,225	\$ 155,909	\$ 124,698
Revenues Less Expenditures	\$ 12,138	\$ 47,220	\$ 78,431
County Appraiser & Tax Collector Fee	(4,046)	(4,068)	(4,068)
Discounts For Early Payments	(8,092)	(3,866)	(3,866)
Excess/ (Shortfall)	\$ (0)	\$ 39,286	\$ 70,497
Carryover From Prior Year	0	0	0
Net Excess/ (Shortfall)	\$ (0)	\$ 39,286	\$ 70,497
Fund Balance As Of 9/30/21	\$ 59,694		
Fiscal Year 2021/2022 Activity	\$ 39,286		
Fund Balance As Of 9/30/22	\$ 98,980		

From: Tori Shamy <tshamy@sdsinc.org>
Date: Oct 14, 2022 at 10:34 AM
To: Kathleen Meneely <kmeneely@sdsinc.org>
Cc: Jeff Walker <jwalker@sdsinc.org>, Tricia Lascasas <tlascasas@sdsinc.org>
Subject: Crews Bank Lines of Credit for ECDD and CLDD

Kathleen,

The line of credit for \$100,000 with Crews Bank and Trust for ECDD and CLDD have matured. To get new lines of credit established, I need a resolution approved in the next meeting that states something to the nature of:

They would like to re-establish a line of credit in the amount of \$100,00 with Crews Bank and Trust and list who the signers will be for the line of credit.

We also need an address for the actual place of business for each district. It does not necessarily need to be a mailing address, but where the actual business of each district takes place.

Once this is completed, I will work with Crews to get the paperwork completed. When I spoke with the bank, they were able to look back as far as 2015 and see that the line of credit has not been used since at least then. The question that I ask, is it necessary to reestablish these lines of credit.

Thank you.

Tori Shamy
Special District Services
2501 A Burns Rd
Palm Beach Gardens, FL 33410
561-630-4922

East Charlotte
Drainage District

**Financial Report For
September 2022**

**EAST CHARLOTTE DRAINAGE DISTRICT
MONTHLY FINANCIAL REPORT
SEPTEMBER 2022**

	Annual Budget 10/1/21 - 9/30/22	Actual Sep-22	Year To Date Actual 10/1/21 - 9/30/22
REVENUES			
Assessment - Maintenance	194,292	0	194,387
Assessment - Capital Unit 1	0	0	0
Assessment - Capital Unit 2	0	0	0
Assessment - Shell Roads Maintenance	6,011	0	6,013
Tax Collector - Excess Fees	0	0	0
Miscellaneous Income	0	0	2,594
Interest Income	60	12	135
Total Revenues	\$ 200,363	\$ 12	\$ 203,129
EXPENDITURES			
Management Fees	28,896	2,408	28,896
Contractual Services	24,000	6,000	24,000
Weed Control	27,432	0	23,391
Mechanical Cleaning	12,950	0	0
Canal Maintenance	0	0	0
Road Maintenance	24,241	0	6,284
Control Structures	17,689	0	13,599
Water Analyses	240	0	0
Legal Fees	7,000	0	5,628
Legal Advertising	750	0	427
Engineering	7,500	0	8,806
Audit Fees	8,900	0	8,570
Postage & Delivery	200	0	275
Assessment/Tax Roll	250	0	0
Office Supplies	500	2	317
Website & ADA Compliance	0	0	0
Meeting and Membership Dues	1,200	0	175
Miscellaneous	750	0	568
Insurance	3,750	0	3,618
Discharge Pump, Section 16	500	0	0
Interest on Credit Line (LOC)	275	0	0
Roads Paving Loan - Principal	0	0	0
Roads Paving Loan - Interest	0	0	0
Reserve	18,702	0	0
Miscellaneous Maintenance	2,500	0	144
Total Expenditures	\$ 188,225	\$ 8,410	\$ 124,698
Revenues Less Expenditures	\$ 12,138	\$ (8,398)	\$ 78,431
County Appraiser & Tax Collector Fee	(4,046)	0	(4,068)
Discounts For Early Payments	(8,092)	0	(3,866)
Excess/ (Shortfall)	\$ -	\$ (8,398)	\$ 70,497
Carryover From Prior Year	0	0	0
Net Excess/ (Shortfall)	\$ -	\$ (8,398)	\$ 70,497
Bank Balance As Of 9/30/22	\$ 138,599.98		
Accounts Payable As Of 9/30/22	\$ 8,409.50		
Accounts Receivable As Of 9/30/22	\$ -		
Available Funds As Of 9/30/22	\$ 130,190.48		

East Charlotte Drainage District
Budget vs. Actual
October 2021 through September 2022

	<u>Oct 21 - Sept 22</u>	<u>21/22 Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Income				
01-1818 · Carryover From Prior Year	0.00	0.00	0.00	0.0%
01-3101 · Assessments - Maintenance	194,387.45	194,292.00	95.45	100.05%
01-3102 · Assessments - Capital Unit 1	0.00	0.00	0.00	0.0%
01-3103 · Assessments - Capital Unit 2	0.00	0.00	0.00	0.0%
01-3104 · Assessments - Shell Roads Maint	6,012.99	6,011.00	1.99	100.03%
01-3830 · Assessment Fees	-4,068.18	-4,046.00	-22.18	100.55%
01-3831 · Assessment Discounts	-3,866.39	-8,092.00	4,225.61	47.78%
01-9400 · Miscellaneous Income	2,594.26	0.00	2,594.26	100.0%
01-9410 · Interest Income	134.85	60.00	74.85	224.75%
Total Income	<u>195,194.98</u>	<u>188,225.00</u>	<u>6,969.98</u>	<u>103.7%</u>
Gross Profit	<u>195,194.98</u>	<u>188,225.00</u>	<u>6,969.98</u>	<u>103.7%</u>
Expense				
01-1311 · Management Fees	28,896.00	28,896.00	0.00	100.0%
01-1480 · Legal Advertisements	427.25	750.00	-322.75	56.97%
01-1513 · Postage and Delivery	274.50	200.00	74.50	137.25%
01-1600 · Contractural Services	24,000.00	24,000.00	0.00	100.0%
01-1620 · Weed Control	23,390.82	27,432.00	-4,041.18	85.27%
01-1630 · Canal Maintenance	0.00	0.00	0.00	0.0%
01-1640 · Road Maintenance	6,284.00	24,241.00	-17,957.00	25.92%
01-1650 · Control Structures	13,599.50	17,689.00	-4,089.50	76.88%
01-1660 · Water Analyses	0.00	240.00	-240.00	0.0%
01-1670 · Legal Fees	5,628.00	7,000.00	-1,372.00	80.4%
01-1680 · Engineering	8,806.26	7,500.00	1,306.26	117.42%
01-1690 · Audit Fees	8,570.00	8,900.00	-330.00	96.29%
01-1700 · Mechanical Cleaning	0.00	12,950.00	-12,950.00	0.0%
01-1710 · Assessment/Tax Roll	0.00	250.00	-250.00	0.0%
01-1720 · Office Supplies	316.95	500.00	-183.05	63.39%
01-1725 · Meetings & Membership Dues	175.00	1,200.00	-1,025.00	14.58%
01-1730 · Miscellaneous	567.73	750.00	-182.27	75.7%
01-1740 · Insurance	3,618.00	3,750.00	-132.00	96.48%
01-1795 · Road Paving Prj - Principal	0.00	0.00	0.00	0.0%
01-1796 · Road Paving Project - Interest	0.00	0.00	0.00	0.0%
01-1797 · Discharge Pump, Section 16	0.00	500.00	-500.00	0.0%
01-1815 · Miscellaneous Maintenance	144.00	2,500.00	-2,356.00	5.76%
01-1816 · Interest - Line of Credit	0.00	275.00	-275.00	0.0%
01-1817 · Reserve	0.00	18,702.00	-18,702.00	0.0%
Total Expense	<u>124,698.01</u>	<u>188,225.00</u>	<u>-63,526.99</u>	<u>66.25%</u>
Net Income	<u><u>70,496.97</u></u>	<u><u>0.00</u></u>	<u><u>70,496.97</u></u>	<u><u>100.0%</u></u>

FIELD REPORT

**TO BE DISTRIBUTED
UNDER SEPARATE COVER**