



**EAST CHARLOTTE
DRAINAGE DISTRICT**

**CHARLOTTE COUNTY
REGULAR BOARD MEETING
JANUARY 16, 2024
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
REGULAR BOARD MEETING
January 16, 2024
9:00 A.M.

- A. Call to Order
- B. Pledge of Allegiance
- C. Proof of Publication.....Page 1
- D. Consider Acceptance of Zachary Varner’s Resignation
- E. Consider Appointment of Calvin Sill to Fill Unexpired Seat 1.....Page 2
- F. Administer Oath of Office and Review Board Member Duties and Responsibilities
- G. Establish Quorum
- H. Additions or Deletions to Agenda
- I. Comments from the Public for Items Not on the Agenda
- J. Approval of Minutes
 - 1. October 17, 2023 Regular Board Meeting Minutes.....Page 3
- K. Old Business
- L. New Business
- M. Manager’s Report
 - 1. Financial Report.....Page 6
- N. Field Report.....Page 10
- O. Engineer’s Report
- P. Attorney’s Report
- Q. Administrative Matters
- R. Board Members Comments
- S. 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)

10/06/23

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.

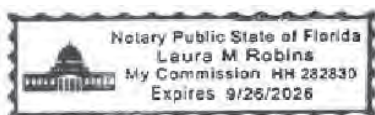
Melinda Prescott

(Signature of Affiant)

Sworn and subscribed before me this 6th day of October, 2023

Laura M Robins

(Signature of Notary Public)



Personally known X OR Produced Identification

EAST CHARLOTTE DRAINAGE DISTRICT FISCAL YEAR 2023/2024 REGULAR MEETING SCHEDULE

NOTICE IS HEREBY GIVEN that the Board of Supervisors (the "Board") of the East Charlotte Drainage District (the "District") will hold Regular Board Meetings (the "Meeting" or "Meetings") in the Charlotte Harbor Event and Conference Center located at 75 Taylor Street, Punta Gorda, Florida 33950 at 9:00 a.m. on the following dates:

- October 17, 2023**
- January 16, 2024**
- April 16, 2024**
- July 16, 2024**

The purpose of the meetings is to conduct any business coming before the Board. Meetings are open to the public and will be conducted in accordance with the provisions of Florida law. Copies of the Agendas for any of the 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 kdailey@sdsinc.org and/or toll free at 1-877-737-4922 prior to the date of the particular 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 to a date, time and place to be specified on the record at the Meeting.

From time to time one or two Supervisors 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(s) 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 these meetings, 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 any of these meetings 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: 10/06/23
119664 3905551

From: Calvin Sill <cjsill@hotmail.com>
Sent: Sunday, January 7, 2024 6:06 PM
To: Kathleen Meneely <kmeneely@sdsinc.org>
Subject: Re: ECDD Vacancy

Im a third generation potato grower from Pa. I was on the township board in my town. I moved to Punta Gorda in 2007 and currently growing 700 acres of fresh market potatoes. I live on Neal Rd and willing to serve on the board of supervisors.

**EAST CHARLOTTE DRAINAGE DISTRICT
REGULAR BOARD MEETING
OCTOBER 17, 2023**

A. CALL TO ORDER

The October 17, 2023, Regular Board Meeting of the East Charlotte Drainage District (the “District”) was called to order at 9:02 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 Regular Board Meeting had been published in the *Fort Myers News-Press* on October 6, 2023, as part of the District’s Fiscal Year 2023/2024 Meeting Schedule, as legally required.

D. 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.
General Counsel	Seth Behn (via phone)	Lewis, Longman & Walker

Also present was Field Consultant James Shattles and Kurt and Rebekah Traulsen.

E. ADDITIONS OR DELETIONS TO THE AGENDA

There were no additions or deletions to the agenda.

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

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

G. APPROVAL OF MINUTES

1. July 18, 2023, Public Hearing & Regular Board Meeting

The July 18, 2023, Public Hearing & Regular Board Meeting minutes were presented for consideration.

A **motion** was made by Mr. Kemeny, seconded by Mr. Phillip Varner and passed unanimously approving the July 18, 2023, Public Hearing & Regular Board Meeting minutes, as presented.

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

H. OLD BUSINESS

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

I. NEW BUSINESS

1. Consider Resolution No. 2023-05 – Adopting a Fiscal Year 2022/2023 Amended Budget

Resolution No. 2023-05 was presented, entitled:

RESOLUTION NO. 2023-05

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE EAST CHARLOTTE 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. Phillip Verner, seconded by Mr. Kemeny and passed unanimously adopting Resolution No. 2023-05, as presented.

2. Discussion Regarding Hauling on Graham Road for Motor Cross Park

Kurt Traulsen indicated that he had purchased property for an RV & Motor Cross Park and he is requesting use of Graham Road. Mr. Kemeny stated that access was for emergency services such as ambulances only and that was granted about 7 years ago. He added that this property was not part of the ECDD and others have been turned down due to the costs to maintain and the time to manage. Zachary Varner added that it would cost the District plus the District would have liability. Mr. Behn stated that the roads were not built for public access and we are not a “road district”. Further discussion ensued after which a **motion** was made by Mr. Kemeny, seconded by Mr. Phillip Varner and passed unanimously denying Mr. Traulsen’s request. Mr. Kemeny pointed out that they have access through other means.

J. MANAGER’S REPORT

a. Financial Report

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

K. FIELD REPORT

Mr. Shattles went over his report that was included in the Board package.

L. ENGINEER’S REPORT

There was no Engineer's Report at this time.

M. ATTORNEY'S REPORT

Mr. Behn advised that the legislative session was coming up and he will follow up with the Board at a later meeting concerning ethics training.

N. ADMINISTRATIVE MATTERS

Ms. Meneely stated that January 16, 2024, was the next meeting. She also stated that she was working on closing the line of credit with Crews Bank with Zachary Varner needing to sign the paperwork.

O. BOARD MEMBER COMMENTS

There were no further Board Member comments.

P. 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 9:23a.m.

Secretary/Assistant Secretary

President/Vice President

East Charlotte
Drainage District

**Financial Report For
December 2023**

**EAST CHARLOTTE 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			
Assessment - Maintenance	225,470	32,147	34,160
Assessment - Capital Unit 1	0	0	0
Assessment - Capital Unit 2	0	0	0
Assessment - Shell Roads Maintenance	6,011	655	655
Miscellaneous Income	0	0	0
Interest Income	240	0	911
Total Revenues	\$ 231,721	\$ 32,802	\$ 35,726
EXPENDITURES			
Management Fees	30,648	2,554	7,662
Contractual Services	24,000	0	0
Weed Control	27,432	0	5,376
Mechanical Cleaning	30,000	0	0
Canal Maintenance	0	0	0
Road Maintenance	24,241	996	996
Control Structures	17,689	0	0
Water Analyses	240	0	0
Legal Fees	12,000	0	2,200
Legal Advertising	850	0	133
Engineering	8,500	0	390
Audit Fees	8,900	0	0
Postage & Delivery	350	0	34
Assessment/Tax Roll	0	0	0
Office Supplies	500	2	45
Website & ADA Compliance	0	0	0
Meeting and Membership Dues	1,200	0	175
Miscellaneous	750	351	350
Insurance	4,225	0	3,994
Discharge Pump, Section 16	500	0	0
Interest on Credit Line (LOC)	275	0	0
Reserve	0	0	0
Miscellaneous Maintenance	2,500	0	0
General Maintenance/Reserve	23,032	0	0
Total Expenditures	\$ 217,832	\$ 3,903	\$ 21,355
Revenues Less Expenditures	\$ 13,889	\$ 28,899	\$ 14,371
County Appraiser & Tax Collector Fee	(4,630)	(630)	(806)
Discounts For Early Payments	(9,259)	(1,312)	(1,393)
Excess/ (Shortfall)	\$ -	\$ 26,957	\$ 12,172
Carryover From Prior Year	0	0	0
Net Excess/ (Shortfall)	\$ -	\$ 26,957	\$ 12,172

Bank Balance As Of 12/31/23	\$ 248,587.21
Accounts Payable As Of 12/31/23	\$ 2,556.40
Accounts Receivable As Of 12/31/23	\$ -
Available Funds As Of 12/31/23	\$ 246,030.81

East Charlotte Drainage District
Budget vs. Actual
October 2023 through December 2023

	<u>Oct '23 - Sep 24</u>	<u>23/24 Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
01-3101 · Assessments - Maintenance	34,160.35	225,470.00	-191,309.65	15.15%
01-3104 · Assessments - Shell Roads Maint	654.66	6,011.00	-5,356.34	10.89%
01-3830 · Assessment Fees	-805.95	-4,630.00	3,824.05	17.41%
01-3831 · Assessment Discounts	-1,392.61	-9,259.00	7,866.39	15.04%
01-9400 · Miscellaneous Income	0.00	0.00	0.00	0.0%
01-9410 · Interest Income	910.73	240.00	670.73	379.47%
Total Income	<u>33,527.18</u>	<u>217,832.00</u>	<u>-184,304.82</u>	<u>15.39%</u>
Gross Profit	33,527.18	217,832.00	-184,304.82	15.39%
Expense				
01-1311 · Management Fees	7,662.00	30,648.00	-22,986.00	25.0%
01-1480 · Legal Advertisements	132.99	850.00	-717.01	15.65%
01-1513 · Postage and Delivery	34.30	350.00	-315.70	9.8%
01-1600 · Contractual Services	0.00	24,000.00	-24,000.00	0.0%
01-1620 · Weed Control	5,376.25	27,432.00	-22,055.75	19.6%
01-1640 · Road Maintenance	996.46	24,241.00	-23,244.54	4.11%
01-1650 · Control Structures	0.00	17,689.00	-17,689.00	0.0%
01-1660 · Water Analyses	0.00	240.00	-240.00	0.0%
01-1670 · Legal Fees	2,200.00	12,000.00	-9,800.00	18.33%
01-1680 · Engineering	390.00	8,500.00	-8,110.00	4.59%
01-1690 · Audit Fees	0.00	8,900.00	-8,900.00	0.0%
01-1700 · Mechanical Cleaning	0.00	30,000.00	-30,000.00	0.0%
01-1720 · Office Supplies	44.85	500.00	-455.15	8.97%
01-1725 · Meetings & Membership Dues	175.00	1,200.00	-1,025.00	14.58%
01-1730 · Miscellaneous	350.29	750.00	-399.71	46.71%
01-1740 · Insurance	3,993.00	4,225.00	-232.00	94.51%
01-1797 · Discharge Pump, Section 16	0.00	500.00	-500.00	0.0%
01-1815 · Miscellaneous Maintenance	0.00	2,500.00	-2,500.00	0.0%
01-1816 · Interest - Line of Credit	0.00	275.00	-275.00	0.0%
01-1817 · Reserve	0.00	23,032.00	-23,032.00	0.0%
Total Expense	<u>21,355.14</u>	<u>217,832.00</u>	<u>-196,476.86</u>	<u>9.8%</u>
Net Ordinary Income	<u>12,172.04</u>	<u>0.00</u>	<u>12,172.04</u>	<u>100.0%</u>
Net Income	<u><u>12,172.04</u></u>	<u><u>0.00</u></u>	<u><u>12,172.04</u></u>	<u><u>100.0%</u></u>

**EAST CHARLOTTE DRAINAGE DISTRICT
TAX COLLECTIONS
2023-2024**

#	ID#	PAYMENT FROM	DATE	FOR	Tax Collect Receipts	Interest Received	Commissions Paid	Discount	Net From Tax Collector	Maintenance Assessment Income (Before Discounts & Fees)	Capital Unit 1 Assessment Income (Before Discounts & Fees)	Capital Unit 2 Assessment Income (Before Discounts & Fees)	Shell Road Maintenance Assessment Income (Before Discounts & Fees)	Maintenance Assessment Income (After Discounts & Fees)	Capital Unit 1 Assessment Income (After Discounts & Fees)	Capital Unit 2 Assessment Income (After Discounts & Fees)	Shell Road Maintenance Assessment Income (After Discounts & Fees)
				GROSS *					\$231,481	\$225,470	\$0	\$0	\$6,011	\$225,470	\$0	\$0	\$6,011
				NET **					\$217,592	\$211,942	\$0	\$0	\$5,650	\$211,942	\$0	\$0	\$5,650
1	1	Charlotte County MSBU Dept	10/01/23	Fees			\$ (137.50)		\$ (137.50)					\$ (137.50)			
2	2	Charlotte County Tax Collector	11/09/23	NAV Taxes	\$ 671.10		\$ (12.89)	\$ (26.84)	\$ 631.37	\$ 671.10				\$ 631.37			
3	3	Charlotte County Tax Collector	11/16/23	NAV Taxes	\$ 671.10		\$ (12.88)	\$ (26.84)	\$ 631.38	\$ 671.10				\$ 631.38			
4	4	Charlotte County Tax Collector	11/22/23	NAV Taxes	\$ 671.10		\$ (12.89)	\$ (26.84)	\$ 631.37	\$ 671.10				\$ 631.37			
5	5	Charlotte County Tax Collector	12/01/23	NAV Taxes	\$ 5,094.70		\$ (97.81)	\$ (203.79)	\$ 4,793.10	\$ 4,967.48			\$ 127.22	\$ 4,673.42			\$ 119.68
6	6	Charlotte County Tax Collector	12/08/23	NAV Taxes	\$ 3,325.03		\$ (63.85)	\$ (133.03)	\$ 3,128.15	\$ 3,187.74			\$ 137.29	\$ 2,999.01			\$ 129.14
7	7	Charlotte County Tax Collector	12/15/23	NAV Taxes	\$ 24,381.98		\$ (468.13)	\$ (975.27)	\$ 22,938.58	\$ 23,991.83			\$ 390.15	\$ 22,571.54			\$ 367.04
8									\$ -								
9									\$ -								
10									\$ -								
11									\$ -								
12									\$ -								
13									\$ -								
14									\$ -								
15									\$ -								
16									\$ -								
					\$ 34,815.01	\$ -	\$ (805.95)	\$ (1,392.61)	\$ 32,616.45	\$ 34,160.35	\$ -	\$ -	\$ 654.66	\$ 32,000.59	\$ -	\$ -	\$ 615.86

Assessment Roll = \$231,480.88

* Note: \$231,481, \$225,470, \$0, \$0 and \$6,011 are 2023/2024 Budgeted assessments before discounts and fees.

** \$217,592, \$211,942, \$0, \$0 and \$5,650 are 2023/2024 Budgeted assessments after discounts and fees.

\$ 34,815.01	
\$ -	\$ 32,616.45
\$ (34,160.35)	\$ (32,000.59)
\$ -	\$ -
\$ -	\$ -
\$ (654.66)	\$ (615.86)
\$ -	\$ -
\$ (0.00)	\$ (0.00)

EAST CHARLOTTE DRAINAGE DISTRICT
MONTHLY FIELD REPORT

FOR THE MONTHS OF: October, November & December 2023

1) MAJOR PURCHASES/EXPENDITURES

N/A

2) CANALS MAINTENANCE

In Progress

3) ROAD MAINTENANCE

MILES GRADED: ___ 0 ___ SECTIONS:

4) CULVERTS

In Progress

5) WEED CONTROL

- a. Coastal Air Service completes aerial herbicide application of 84:29 acres on 10-10-23

6) PROJECTS COMPLETED AND WELLS

Water meters read each month
Water samples pulled

7) PROJECTS PENDING

Continued canal and culvert maintenance

8) REMARKS

- a) The ditch that runs on the west side of section 17 from the Neal Road ditch to the north outfall canal is in good condition.
- b) The Neal Road ditch in Sections 15, 16 & 17 is in good condition.
- c) Purchase boards for culverts