

**MINUTES OF MEETING
WEST PORT
COMMUNITY DEVELOPMENT DISTRICT**

The Board of Supervisors of the West Port Community Development District held a Regular Meeting on June 8, 2021 at 12:00 p.m., at the Comfort Inn and Suites, 812 Kings Highway, Port Charlotte, Florida 33980.

Present were:

Jim Harvey	Chair
Christian Cotter	Vice Chair
Paul Martin	Assistant Secretary
Candice Smith (via telephone)	Assistant Secretary

Also present were:

Craig Wrathell	District Manager
Kristen Suit	Wrathell, Hunt and Associates, LLC
Wes Haber (via telephone)	District Counsel
Matthew Morris	District Engineer
Jim Manners	The Kolter Group
Mr. Wiley	Member of the Public

FIRST ORDER OF BUSINESS

Call to Order/Roll Call

Mr. Wrathell called the meeting to order at 12:01 p.m. Supervisors Harvey, Cotter and Martin were present, in person. Supervisor Smith was attending via telephone. One seat was vacant.

SECOND ORDER OF BUSINESS

Public Comments

No members of the public spoke.

THIRD ORDER OF BUSINESS

Administration of Oath of Office to Newly Appointed Supervisor, Jim Manners, [SEAT 2] *(the following to be provided in a separate package)*

Mr. Wrathell stated the term for Seat 2 expires in November 2024. Mr. Harvey nominated Mr. Jim Manners to fill Seat 2. No other nominations were made.

On MOTION by Mr. Harvey and seconded by Mr. Cotter, with all in favor, the appointment of Mr. Jim Manners to Seat 2, term expires November 2024, was approved.

Mr. Wrathell, a Notary of the State of Florida and duly authorized, administered the Oath of Office to Mr. Manners. He provided and briefly described the following items:

- A. Guide to Sunshine Amendment and Code of Ethics for Public Officers and Employees**
- B. Membership, Obligations and Responsibilities**
- C. Financial Disclosure Forms**
 - I. Form 1: Statement of Financial Interests**
 - II. Form 1X: Amendment to Form 1, Statement of Financial Interests**
 - III. Form 1F: Final Statement of Financial Interests**
- D. Form 8B – Memorandum of Voting Conflict**

Mr. Haber stated the Sunshine Laws and public records laws are broad in scope and urged Mr. Manners to contact the District Manager or District Counsel with questions, concerns or the need for an intermediary to comply with the Sunshine Law.

FOURTH ORDER OF BUSINESS

Consideration of Resolution 2021-13, Approving a Proposed Budget for Fiscal Year 2021/2022 and Setting a Public Hearing Thereon Pursuant to Florida Law; Addressing Transmittal, Posting and Publication Requirements; Addressing Severability; and Providing an Effective Date

Mr. Wrathell presented Resolution 2021-13. He explained the annual budget preparation, deliberation, public hearing and adoption process and reviewed the proposed Fiscal Year 2022 budget, highlighting any line item increases, decreases and adjustments, compared to the Fiscal Year 2021 budget, and explained the reasons for any adjustments. The

public hearing was set for August 10, 2021 at 12:00 p.m. Mr. Wrathell stated Staff would secure another meeting location, if the Recreation Center is unavailable.

The following changes were made to the Fiscal Year 2022 budget:

Page 2, "Landowner contribution - KLP West Port" line item: Change "KLP" to "KL"

Page 2, "Landowner contribution - KLP JAX WP" line item: Change "KLP" to "KL" and "JAX" to "JAK"

Page 2, Bottom Paragraph: Change "KLP" to "KL"

On MOTION by Mr. Harvey and seconded by Mr. Martin, with all in favor, Resolution 2021-13, Approving a Proposed Budget for Fiscal Year 2021/2022, as amended, and Setting a Public Hearing Thereon Pursuant to Florida Law for August 10, 2021 at 12:00 p.m., at the Centennial Park Recreation Center, 1120 Centennial Boulevard, Port Charlotte, Florida 33953 or at a location to be determined if the specified location is not available; Addressing Transmittal, Posting and Publication Requirements; Addressing Severability; and Providing an Effective Date, was adopted.

FIFTH ORDER OF BUSINESS

Ratification of Change Orders

Mr. Wrathell presented the following Change Orders, which were previously executed by the Chair:

- A. No. 2: O'Donnell Landscapes, Inc. [Irrigation Improvements]**
- B. No. 3: O'Donnell Landscapes, Inc. [Irrigation Improvements]**
- C. No. 16: Stark Sullen Grading, Inc. [West Port Pods B & H]**
- D. No. 18: Stark Sullen Grading, Inc. [West Port Pods B & H]**

On MOTION by Mr. Martin and seconded by Mr. Cotter, with all in favor, Change Orders 2, 3, 16 and 18, were ratified.

SIXTH ORDER OF BUSINESS

Consideration of Responses to RFP for Landscape and Irrigation Maintenance Services

A. Affidavit/Proof of Publication

The proof of publication was included for informational purposes.

B. RFP Package

A copy of the Request for Proposals (RFP) Package for Landscape and Irrigation Maintenance Services was included for informational purposes.

C. Respondent(s)

- I. **BrightView Landscape Services**
- II. **Down To Earth Landscape & Irrigation**
- III. **Mainscape, Inc.**
- IV. **Vision Landscape Services of Florida, Inc.**

D. Evaluation Criteria/Ranking

Mr. Wrathell distributed a summary sheet and a Landscape RFP Scoring Sheet. Mr. Martin presented his scoring/ranking, as follows:

BrightView Landscape Services (BrightView)	84 points
Down To Earth Landscape & Irrigation (DTE)	67.4 points
Mainscape, Inc. (Mainscape)	90 points
Vision Landscape Services of Florida, Inc. (VLS)	93.9 points

Mr. Martin recommended awarding the contract to VLS.

Mr. Haber stated the rankings are a Board approval item, based on the review of the collective, for the purposes of awarding the contract.

On MOTION by Mr. Harvey and seconded by Mr. Cotter, with all in favor, accepting Mr. Martin’s rankings and recommendations, were approved.

On MOTION by Mr. Martin and seconded by Mr. Cotter, with all in favor, termination of the existing month-to-month Landscape and Irrigation Maintenance Services contract, effective June 30, 2021, was approved.

On MOTION by Mr. Harvey and seconded by Mr. Martin, with all in favor, authorization for District Staff to issue a notice of intent to award the contract to Vision Landscape Services of Florida, Inc., and prepare an agreement and for the Chair and Vice Chair to execute, was approved.

SEVENTH ORDER OF BUSINESS

Consideration of Resolution 2021-14, Designating Dates, Times and Locations for Regular Meetings of the Board of Supervisors of the District for Fiscal Year 2021/2022 and Providing for an Effective Date

Mr. Wrathell presented Resolution 2021-14. The following change was made to the Fiscal Year 2022 Meeting Schedule:

Add meetings on the second Tuesday of October, November, December and January

On MOTION by Mr. Martin and seconded by Mr. Cotter, with all in favor, Resolution 2021-14, Designating Dates, Times and Locations for Regular Meetings of the Board of Supervisors of the District for Fiscal Year 2021/2022, as amended, and Providing for an Effective Date, was adopted.

EIGHTH ORDER OF BUSINESS

Ratification of Charlotte County Reclaimed Water Service Agreement

Mr. Wrathell presented the Charlotte County Reclaimed Water Service Agreement, which was previously executed by the Chair.

On MOTION by Mr. Harvey and seconded by Mr. Cotter, with all in favor, the Charlotte County Reclaimed Water Service Agreement, was ratified.

NINTH ORDER OF BUSINESS

Acceptance of Unaudited Financial Statements as of April 30, 2021

Mr. Wrathell presented the Unaudited Financial Statements as of April 30, 2021. In response to a question, Mr. Wrathell stated the fiscal year runs from October 1 through September 30, annually.

On MOTION by Mr. Martin and seconded by Mr. Manners, with all in favor, the Unaudited Financial Statements as of April 30,2021, were accepted.

TENTH ORDER OF BUSINESS

Consideration of May 11, 2021 Regular Meeting Minutes

Mr. Wrathell presented the May 11, 2021 Regular Meeting Minutes.

On MOTION by Mr. Martin and seconded by Mr. Manners, with all in favor, the May 11, 2021 Regular Meeting Minutes, as presented, were approved.

ELEVENTH ORDER OF BUSINESS

Staff Reports

A. District Counsel: *Hopping Green & Sams, P.A.*

Mr. Haber noted that the Board did not provide the current landscape contractor with a 30-day termination notice. Mr. Wrathell stated that Mr. Martin would contact VLS. He felt that it would not be an issue since the same company was awarded the new contract.

B. District Engineer: *Morris Engineering and Consulting, LLC*

There being nothing to report, the next item followed.

C. District Manager: *Wrathell, Hunt and Associates, LLC*

I. 0 Registered Voters in District as of April 15, 2021

There were no registered voters residing within the District as of April 15, 2021.

II. NEXT MEETING DATE: July 13, 2021 at 12:00 P.M. (*Comfort Inn and Suites, 812 Kings Highway, Port Charlotte, Florida 33980*)

o QUORUM CHECK

The next meeting would be held on July 13, 2021 at 12:00 p.m., unless cancelled.

TWELFTH ORDER OF BUSINESS

Board Members' Comments/Requests

Mr. Martin reported the following:

- Multiple water and sewer use agreements between the CDD and Charlotte County Utilities were in progress and the District must pay the prepaid fees.
- The Agreement for Phase II of the Isles must be paid immediately upon execution.
- District Counsel was working with Charlotte County on the Agreements.
- For The Palms and The Landings, the District must pay Charlotte County 50% of the fees up front and 50% later, before certifying the system.
- Staff must make sure that the agreement for The Landings is separate from the agreement for The Palms.

Discussion ensued regarding final certification and transfer of ownership to the CDD from Charlotte County.

THIRTEENTH ORDER OF BUSINESS

Public Comments

There being no public comments, the next item followed.

FOURTEENTH ORDER OF BUSINESS

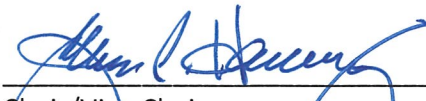
Adjournment

There being nothing further to discuss, the meeting adjourned.

On MOTION by Mr. Cotter and seconded by Mr. Manners, with all in favor, the meeting adjourned at 12:54 p.m.

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]


Secretary/Assistant Secretary


Chair/Vice Chair