

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

The Board of Supervisors of the West Port Community Development District held a Regular Meeting on February 14, 2023 at 12:30 p.m., at the Centennial Park Recreation Center, 1120 Centennial Boulevard, Port Charlotte, Florida 33953.

Present were:

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

Also present were:

Kristen Suit	District Manager
Jere Earlywine (via telephone)	District Counsel
Sarah Sandy (via telephone)	Kutak Rock LLP
Matt Morris (via telephone)	District Engineer
Andrea Arce	Field Operations Manager, Evergreen

FIRST ORDER OF BUSINESS

Call to Order/Roll Call

Ms. Suit called the meeting to order at 12:33 p.m., and stated that the Oath of Office was administered to Mr. Christian Cotter in advance of the meeting. for quorum purposes.

Supervisors Martin, Manners and Cotter were present, in person. Supervisor Smith was attending via telephone. Supervisor Meath was not present.

SECOND ORDER OF BUSINESS

Public Comments

There were no public comments.

THIRD ORDER OF BUSINESS

Administration of Oath of Office to Supervisors Greg Meath [SEAT 1] and Christian Cotter [SEAT 5] (*the following will be provided in a separate package*)

This item was addressed during the First Order of Business. Mr. Cotter is familiar with 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**

FOURTH ORDER OF BUSINESS

Discussion: Increase in Non-Revolving Taxable Line of Credit

Ms. Suit referenced a spreadsheet with all invoices and/or proposals received and approved to date, totaling \$556,991.03, which exceeds the CDD's \$500,000 line of credit.

- A. Consideration of Resolution 2023-04, Authorizing an Increase in the District's Not-to-Exceed \$500,000 Taxable Non-Revolving Line of Credit Note, Series 2022, From \$500,000 to \$600,000; Awarding the Increased Note to Synovus Bank by Negotiated Sale; Authorizing the District to Enter into a First Amendment to Line of Credit Agreement with Synovus Bank; Providing for Certain Covenants and Agreements in Connection Therewith; and Providing for Conflicts, Severability and an Effective Date**

Ms. Suit presented Resolution 2023-04 and read the title.

On MOTION by Mr. Martin and seconded by Mr. Cotter, with all in favor, Resolution 2023-04, Authorizing an Increase in the District's Not-to-Exceed \$500,000 Taxable Non-Revolving Line of Credit Note, Series 2022, From \$500,000 to \$600,000; Awarding the Increased Note to Synovus Bank by Negotiated Sale; Authorizing the District to Enter into a First Amendment to Line of Credit Agreement with Synovus Bank; Providing for Certain Covenants and Agreements in Connection Therewith; and Providing for Conflicts, Severability and an Effective Date, was adopted.

Ms. Suit presented the following Line of Credit (LOC) supporting documents:

- I. Consideration of Modified Term Sheet**

On MOTION by Mr. Martin and seconded by Mr. Cotter, with all in favor, the Synovus Bank Term Sheet, modified February 2, 2023, was approved.

- II. Consideration of First Amendment to Line of Credit Agreement, including the Form of First Addendum to the note.

On MOTION by Mr. Martin and seconded by Mr. Cotter, with all in favor, the First Amendment to Line of Credit Agreement and the Form of First Addendum to the Note, were approved.

- B. Consideration of Closing Statement

On MOTION by Mr. Martin and seconded by Mr. Cotter, with all in favor, the Closing Statement, dated February 14, 2023, was approved.

FIFTH ORDER OF BUSINESS

Consideration of Rostan Solutions, LLC, Proposal for Grant Management and Debris Removal Oversight Services

- A. Affidavit of Publication
- B. RFP Package

These Request for Proposals (RFP) was publicly advertised and Rostan Solutions was the sole Respondent.

- C. Award of Contract
 - I. Agreement for Professional Services
 - II. Professional Services Task Order Number 01 - Grants Management
 - III. Professional Services Task Order Number 02 – Debris Monitoring Services

On MOTION by Mr. Martin and seconded by Mr. Manners, with all in favor, awarding the Grant Management and Debris Removal Oversight contract to Rostan Solutions LLC, the sole respondent to the RFP, and the Agreement for Professional Services and Task Orders Numbers 01 and 02 for Grants Management and Debris Monitoring Service, respectively, were approved.

**WEST PORT CDD
SIXTH ORDER OF BUSINESS**

February 14, 2023

**Consideration of CTC Disaster Response,
Inc., Proposal for Debris Removal Services**

Ms. Suit presented the CTC Disaster Response, Inc., Proposal for Debris Removal Services, in a not-to-exceed amount of \$63,135.

A. RFP Package

This item was included for informational purposes.

B. Award of Contract/Agreement for Debris Removal Services

Mr. Earlywine stated Rostan Solutions is overseeing the process and, as the CDD's Consultant, they will ensure that everything is eligible for Federal Emergency Management Agency (FEMA) reimbursement.

On MOTION by Mr. Martin and seconded by Mr. Manners, with all in favor, awarding the Debris Removal Services contract to CTC Disaster Response, Inc., the sole respondent to the RFP, in a not-to-exceed amount of \$63,135, was approved.

SEVENTH ORDER OF BUSINESS

**Ratification of Hurricane Ian Clean-Up
Items**

Ms. Suit presented the following for ratification:

- A. Onsight Industries, LLC, Invoice 006-22-327504-1 for Storm Damage Review/Repairs Street Signs for \$1,590**
- B. Vision Landscapes, Invoice #28306 Hurricane Ian Clean-Up for \$7,525**
- C. Vision Landscapes, Invoice #28307 Hurricane Ian Clean-Up for \$14,599.25**

On MOTION by Mr. Martin and seconded by Mr. Manners, with all in favor, Onsight Industries, LLC, Invoice 006-22-327504-1 for Storm Damage Review/Repairs Street Signs for \$1,590 and Vision Landscapes Invoices #28306 for \$7,525 and #28307 for \$14,599.25 for Hurricane Ian cleanup, were ratified.

EIGHTH ORDER OF BUSINESS

Consideration of Cove HOA Items

Mr. Earlywine presented the following:

- A. Quit Claim Deed (CDD to Cove HOA)**
- B. Assignment of Plat Dedication (CDD to Cove HOA)**

On MOTION by Mr. Martin and seconded by Mr. Cotter, with all in favor, the Quit Claim Deed and Assignment of Plat Dedication related to Cove at West Port Phase IV, both by the West Port CDD to the Cove at West Port Community Association, Inc., subject to execution by the Board Chair, were approved.

NINTH ORDER OF BUSINESS

Consideration of Easement Agreement

Mr. Earlywine presented the Easement Agreement between the CDD and Lennar Homes LLC, and recommended execution of the Agreement by the Chair or Vice Chair.

Discussion ensued regarding the easement, deeding the property to Lennar and the tracts on the Phase 2 plat.

Mr. Martin asked to skip this item, temporarily, to examine the plats.

TENTH ORDER OF BUSINESS

Consideration/Ratification of Engagement with Jere Earlywine at Kutak Rock LLP

This item was presented following the Eleventh Order of Business.

ELEVENTH ORDER OF BUSINESS

Discussion: CDD Enforcement of Parking on CDD Roads

A. Consideration of Resolution 2023-05, To Designate the Date, Time and Place of a Public Hearing and Authorization to Publish Notice of Such Hearing for the Purpose of Adopting Rules Relating to Parking and Providing an Effective Date

Ms. Suit presented Resolution 2023-05.

Discussion ensued regarding parking restrictions, rulemaking process, overnight parking, construction traffic, dumpsters and the need to revise the notice.

On MOTION by Mr. Cotter and seconded by Mr. Manners, with all in favor, Resolution 2023-05, To Designate May 9, 2023, at 12:30 p.m., at the Centennial Park Recreation Center, 1120 Centennial Boulevard, Port Charlotte, Florida 33953, for a Public Hearing and Authorization to Publish Notice of Such Hearing for the Purpose of Adopting Rules Relating to Parking and Providing an Effective Date, was adopted.

Mr. Earlywine will revise the parking enforcement notice and email it to Management and the Board.

- **Consideration/Ratification of Engagement with Jere Earlywine at Kutak Rock LLP**

This item, previously the Tenth Order of Business, was presented out of order.

Ms. Suit presented the Engagement Letter with Jere Earlywine/Kutak Rock LLP.

On MOTION by Mr. Manners and seconded by Mr. Cotter, with all in favor, engagement of Jere Earlywine/Kutak Rock LLP for District Counsel Services, was ratified.

- **Discussion Resumed: Consideration of Easement Agreement**

Mr. Martin stated he found the Phase 2 plat but has yet to find the Phase 1 plat.

Mr. Earlywine recommended approval based on Mr. Martin’s review.

On MOTION by Mr. Cotter and seconded by Mr. Manners, with all in favor, the Easement Agreement between the CDD and Lennar Homes LLC, subject to review by Mr. Martin, was approved.

TWELFTH ORDER OF BUSINESS

Acceptance of Unaudited Financial Statements as of December 31, 2022

Ms. Suit presented the Unaudited Financial Statements as of December 31, 2022.

On MOTION by Mr. Cotter and seconded by Mr. Manners, with all in favor, the Unaudited Financial Statements as of December 31, 2022, were accepted.

THIRTEENTH ORDER OF BUSINESS

Approval of Minutes

Ms. Suit presented the following:

- A. **November 1, 2022 Landowners’ Meeting**
- B. **November 15, 2022 Regular Meeting**

On MOTION by Mr. Cotter and seconded by Mr. Manners, with all in favor, the November 1, 2022 Landowners’ Meeting and November 15, 2022 Regular Meeting Minutes, as presented, were approved.

FOURTEENTH ORDER OF BUSINESS

Staff Reports

A. District Counsel: *Kutak Rock LLP*

Mr. Earlywine stated work on the maintenance items and project turnovers is still underway.

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

There was no report.

C. Field Operations: *Evergreen Lifestyles Management, LLC*

The Monthly Report was included for informational purposes.

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

- **NEXT MEETING DATE: March 14, 2023 at 12:30 P.M.**
- **QUORUM CHECK**

The March meeting was cancelled. The next meeting is to be determined.

FIFTEENTH ORDER OF BUSINESS

Board Members' Comments/Requests

There were no Board Members' comments or requests.

SIXTEENTH ORDER OF BUSINESS

Public Comments

A resident described parking difficulties and asked about enforcement. Mr. Martin stated the first step of setting a public hearing was taken and the notice will be revised and presented at a future meeting.

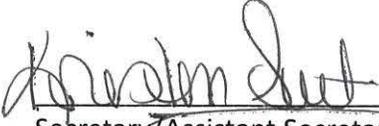
Discussion ensued regarding incorrect mail placement by the USPS.

SEVENTEENTH ORDER OF BUSINESS

Adjournment

On MOTION by Mr. Martin and seconded by Mr. Cotter with all in favor, the meeting adjourned at 1:08 p.m.

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]


Secretary/Assistant Secretary


Chair/Vice Chair