

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

The Board of Supervisors of the West Port Community Development District held a Regular Meeting on January 9, 2024 at 12:30 p.m., at the Punta Gorda Charlotte Library, 401 Shreve St., Punta Gorda, Florida 33950.

**Present were:**

Paul Martin	Vice Chair
Jim Manners	Assistant Secretary
Christian Cotter	Assistant Secretary

**Also present:**

Kristen Suit	District Manager
Jere Earlywine (via telephone)	District Counsel
Jillian Nehus	Evergreen Field Operations Management

**FIRST ORDER OF BUSINESS**

**Call to Order/Roll Call**

Ms. Suit called the meeting to order at 12:37 p.m. Supervisors Martin, Cotter and Manners were present. Supervisor Bain was not present. One seat was vacant.

**SECOND ORDER OF BUSINESS**

**Public Comments**

No members of the public spoke.

**THIRD ORDER OF BUSINESS**

**Consider Appointment to Fill Unexpired Term of Seat 1; Term Expires November 2024**

- **Administration of Oath of Office to Appointed Supervisor (the following will be provided in a separate package)**
  - 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**

This item was deferred.

**FOURTH ORDER OF BUSINESS**

**Consideration of Resolution 2024-01, Appointing and Removing Officers of the District and Providing for an Effective Date**

Ms. Suit presented Resolution 2024-01. The slate of offices remains as follows:

Chair	Candice Bain
Vice Chair	Paul Martin
Assistant Secretary	Jim Manners
Assistant Secretary	Christian Cotter

No other nominations were made. This Resolution removes Mr. Greg Meath, who declined his seat.

Prior appointments by the Board for Secretary, Treasurer and Assistant Treasurer, and Assistant Secretary Kristen Suit, remain unaffected by this Resolution.

**On MOTION by Mr. Cotter and seconded by Mr. Martin, with all in favor, Resolution 2024-01, Appointing and Removing Officers of the District and Providing for an Effective Date, was adopted.**

**FIFTH ORDER OF BUSINESS**

**Presentation of Audited Financial Report for Fiscal Year Ended September 30, 2022, Prepared by Berger, Toombs, Elam, Gaines & Frank**

Ms. Suit presented the Audited Financial Report for Fiscal Year Ended September 30, 2022. There were no findings, recommendations, irregularities or instances of noncompliance; it was an unmodified opinion, otherwise known as a clean audit.

**SIXTH ORDER OF BUSINESS**

**Consideration of Resolution 2024-05, Hereby Accepting the Audited Financial Report for the Fiscal Year Ended September 30, 2022**

Ms. Suit presented Resolution 2024-05.

**On MOTION by Mr. Manners and seconded by Mr. Cotter, with all in favor, Resolution 2024-05, Hereby Accepting the Audited Financial Report for the Fiscal Year Ended September 30, 2022, was adopted.**

**SEVENTH ORDER OF BUSINESS**

**Consideration of Resolution 2024-06, Amending Resolution 2023-10, Which Relates to the District’s Annual Appropriations and Which Adopts the Annual Budget for the Fiscal Year Beginning October 1, 2023; and Addressing Conflicts and an Effective Date**

Ms. Suit presented Resolution 2024-06 and the amended Fiscal Year 2024 budget.

Discussion ensued regarding a reimbursement from the County and the need for a Deficit Funding Agreement.

**On MOTION by Mr. Martin and seconded by Mr. Manners, with all in favor, Resolution 2024-06, Amending Resolution 2023-10, Which Relates to the District’s Annual Appropriations and Which Adopts the Annual Budget for the Fiscal Year Beginning October 1, 2023; and Addressing Conflicts and an Effective Date, was adopted, and authorizing Staff to draft a Deficit Funding Agreement, was approved.**

**EIGHTH ORDER OF BUSINESS**

**Consideration of Resolution 2024-07, Amending Resolution 2023-11, Which Levied and Imposed an Annual Operations and Maintenance Assessment for the Fiscal Year Beginning October 1, 2023; and Addressing Conflicts and an Effective Date**

Ms. Suit presented Resolution 2024-07.

**On MOTION by Mr. Martin and seconded by Mr. Manners, with all in favor, Resolution 2024-07, Amending Resolution 2023-11, Which Levied and Imposed an Annual Operations and Maintenance Assessment for the Fiscal Year Beginning October 1, 2023; and Addressing Conflicts and an Effective Date, was adopted.**

Ratification Items

Ms. Suit presented the following:

- A. **Letter Agreement for Irrigation Proposal Funding (Kolter)**
- B. **Irrigation Technical Services, Inc., Contract Addendum to Landscaping Proposal (Kolter)**

Ms. Suit presented the Kolter Letter Agreement and Contract Addendum pertaining to funding in the amount of \$63,792.70, plus \$15,184.

- C. **Letter Agreement for Irrigation Proposal Funding (Forestar)**
- D. **Irrigation Technical Services, Inc., Contract Addendum to Landscaping Proposal (Forestar)**

Ms. Suit presented the Forestar Letter Agreement and Contract Addendum pertaining to funding in the amount of \$49,779.99.

Mr. Martin stated these items relate to an injection treatment system that goes on both pump systems to address the issue in the irrigation lake.

Mr. Earlywine stated this item is on the CDD's ledger because this is a stormwater issue. It is more effective to treat the irrigation system itself than to treat the water; the remediation is being applied to both the Kolter area pump and the Forestar area pump.

Ms. Suit discussed the funds to be reimbursed to Forestar and Kolter in the Fiscal Year 2025 budget, no later than March 30, 2025.

**On MOTION by Mr. Cotter and seconded by Mr. Manners, with all in favor, the Kolter Letter Agreement for Irrigation Proposal Funding and the Irrigation Technical Services, Inc., Contract Addendum to Landscaping Proposal, in the amount of \$63,792.70, plus \$15,184; and the Forestar Letter Agreement for Irrigation Proposal Funding and the Irrigation Technical Services, Inc., Contract Addendum to Landscaping Proposal, in the amount of \$49,779.99, were ratified.**

- E. **Vision Landscapes Estimates**

Ms. Suit presented the following:

- I. **#2121 Royal and Sabal Palm Replacement, General Fund**  
Amount: \$9,007.77
- II. **#2124 Sod Replacement The Hammocks Lake Area, Special Fund**

Amount: \$7,095.10

**III. #2125 Plants Addition Common Areas, General Fund**

Amount: \$44,986.76

**IV. #2696 Installation of Annuals, General Funds**

Amount: \$10,899.23

**V. #2697 Mulch Installation, General Funds**

Amount: \$63,864.00

**VI. #2698 Landscape Buffer Area, Special Reserves Fund**

Amount: \$14,635.50

**VII. #2699 Landscape Enhancement Scope of Work, General Funds**

Amount: \$14,925.00

**VIII. #2817 Royal Palms Injections, Common General Fund Areas**

Amount: \$3,180.78

**IX. #2818 Top Choice Application, Common General Funds Areas**

Amount: \$724.08

**X. #2819 Top Choice Application, Common General Funds Areas**

Amount: \$2,427.46

**XI. #2820 Top Choice Application, Common Areas Special Assessment Areas**

Amount: \$758.58

Ms. Suit stated all items were budgeted; some were paid in Fiscal Year 2023.

**On MOTION by Mr. Martin and seconded by Mr. Cotter, with all in favor, Vision Landscapes Estimates #2121, #2124, #2125, 2696, #2697, #2698, #2699, #2817, #2818, #2819 and #2820, in the amounts specified, were ratified.**

**F. Rostan Solutions, LLC Invoices**

**I. #INV-7786 Task Order TO-01: DR-4673 Grants Management**

Amount: \$2,356.25

**II. #INV-7865 Task Order TO-01: DR-4673 Grants Management**

Amount: \$1,590.00

Ms. Suit stated these invoices bring the total close to but not over the additional \$25,000 that was approved.

**On MOTION by Mr. Martin and seconded by Mr. Cotter, with all in favor, Rostan Solutions, LLC Invoices #INV-7786 and #INV-7865, in the amounts specified, were ratified.**

**TENTH ORDER OF BUSINESS**

**Consideration of Resolution 2024-08, Designating a Date, Time and Location for Landowners’ Meeting; Providing for Publication, Providing for an Effective Date**

Ms. Suit presented Resolution 2024-08. Seat 1, which is vacant, and Seats 2 and 5, currently held by Jim Manners and Christian Cotter, respectively, will be up for election at the Landowners’ Election.

**On MOTION by Mr. Martin and seconded by Mr. Cotter, with all in favor, Resolution 2024-08, Designating a Date, Time and Location of November 12, 2023 at 12:30 p.m., at the Punta Gorda Charlotte Library, 401 Shreve St., Punta Gorda, Florida 33950 for a Landowners’ Meeting; Providing for Publication, Providing for an Effective Date, was adopted.**

**ELEVENTH ORDER OF BUSINESS**

**Acceptance of Unaudited Financial Statements as of November 30, 2023**

**On MOTION by Mr. Martin and seconded by Mr. Cotter, with all in favor, the Unaudited Financial Statements as of November 30, 2023, were accepted.**

**TWELFTH ORDER OF BUSINESS**

**Approval of October 10, 2023 Public Hearings and Regular Meeting Minutes**

**On MOTION by Mr. Manners and seconded by Mr. Cotter, with all in favor, the October 10, 2023 Public Hearings and Regular Meeting Minutes, as presented, were approved.**

**THIRTEENTH ORDER OF BUSINESS**

**Staff Reports**

- A. District Counsel: Kutak Rock LLP
- B. District Engineer: Morris Engineering and Consulting, LLC

There were no District Counsel or District Engineer reports.

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

Ms. Nehus reported the following:

- She is waiting on insurance for the ITF; some addresses were needed.
- She is working with Ron Silvera from Onsite regarding the signs with the verbiage provided by Mr. Earlywine.

- **District Manager: Wrathell, Hunt and Associates, LLC**

- **NEXT MEETING DATE: February 13, 2024 at 12:30 PM**

- **QUORUM CHECK**

Mr. Earlywine thinks the February meeting might not be necessary. He stated Project Completion is nearly complete and the Resolution can be presented in March or April.

Mr. Martin asked about the timing for bond issuance. Mr. Earlywine predicted bond issuance will be in the first quarter of 2025.

The February 13, 2024 meeting will be cancelled.

**FOURTEENTH ORDER OF BUSINESS**

**Board Members' Comments/Requests**

There were no Board Member comments or requests.

**FIFTEENTH ORDER OF BUSINESS**

**Public Comments**

No members of the public spoke.

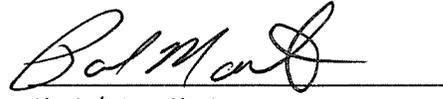
**SIXTEENTH ORDER OF BUSINESS**

**Adjournment**

**On MOTION by Mr. Martin and seconded by Mr. Manners with all in favor, the meeting adjourned at 12:56 p.m.**

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]

  
Secretary/Assistant Secretary

  
Chair/Vice Chair