

**MINUTES OF MEETING
PORT OF THE ISLANDS
COMMUNITY IMPROVEMENT DISTRICT**

The meeting of the Board of Supervisors of the Port of the Islands Community Improvement District was held Friday, June 15, 2018 at 9:00 a.m. at the Orchid Cove Community Center, 25005 Peacock Lane, Naples, Florida 34114.

Present and constituting a quorum were:

J. Anthony Davis	Chair
Norine Dillon	Vice Chair
Kathryn Kehlmeier	Assistant Secretary (via telephone)
Roger Ducoffre	Assistant Secretary
Russell Kish	Assistant Secretary

Also present were:

Cal Teague	District Manager
Dan Cox	Attorney (via telephone)
Ron Benson	Engineer
Mitch Gilbert	Florida Utility Solutions (FUS)
Robert Soto	Soto Lawn
Residents	

The following is a summary of the discussions and actions taken at the June 15, 2018 Port of the Islands Community Improvement District's Board of Supervisors Meeting.

FIRST ORDER OF BUSINESS

Call to Order and Roll Call

The meeting was called to order and District Manager Teague called the roll with all Board members present. Supervisor Kehlmeier participated via telephone. Attorney Dan Cox also participated via telephone. District Engineer Ron Benson, Mitch Gilbert of Florida Utility Solutions and Robert Soto of Soto Lawn were also present for today's meeting. The first Order to be addressed was the Board of Supervisors voting to approve Supervisor Kehlmeier's participation via telephone due to her difficulty attending today's meeting.

On MOTION by Supervisor Dillon seconded by Chair Davis with all in favor, Supervisor Kehlmeier’s participation via telephone was approved.

- Prior to beginning the Agenda items, Chair Davis asked if the Board would like to have a Hurricane Preparedness work session. All were in agreement that this would be good that this will take place directly following the July meeting.

SECOND ORDER OF BUSINESS

Agenda

There were no changes made to the Agenda.

THIRD ORDER OF BUSINESS

Audience Comments on Agenda Items

There being none, the next Order of Business followed.

FOURTH ORDER OF BUSINESS

Approval of Meeting Minutes

The Regular Meeting Minutes of the May 18, 2018 meeting were presented and were approved with changes to Line 64 and 100 deleting the word “with” and changing Winward to Windward respectively.

On MOTION by Chair Davis seconded by Supervisor Ducoffre with all in favor, the Regular Meeting Minutes for May 18, 2018 were approved as amended.

FIFTH ORDER OF BUSINESS

Old Business

A. Review of Landscape Maintenance Performance

i. Review of Inspection Report

Mr. Soto presented his verbal report for the monthly ride around with Supervisor Dillon as follows:

a. Entrance Lights Update

Mr. Soto advised that all is okay, however, he will be getting quotes to run a new wire to one of the lights. District Manager Teague asked if he would at the same time, obtain a quote for some electrical panels located at the clock on Newport Drive just north of Sunrise Cay. These were identified on the field manager’s

report as being extensively rusted out.

ii. Irrigation Concerns

Mr. Soto advised that he will be performing an intensive wet check throughout the community. District Manager Teague asked about the issue of some ponding along the 41 median, which was also identified in the field manager's report. Mr. Soto advised that while yes there is some ponding, it dissipates very quickly, which Supervisor Dillon confirmed.

iii. Any proposals to be considered

There being none, the next item followed.

B. 117 Newport Drive – Seawall Cleaning and Grading Update

District Manager Teague reported that Florida Utility Systems has completed the replacement of the grate as well as cleaned out the outfall structure between 117 and 119 Newport Drive. The field manager's report indicated that the structures were properly working at the time of his May 31, 2018 inspection.

SIXTH ORDER OF BUSINESS

New Business

A. Dormitory ERC Sales Agreement

The proposed agreement between POI and Union Road, LLC was submitted for the purchase of ERCs for their 16-unit development giving the CID \$50,000 for the purchase of the currently needed 4.8 ERCs. The remainder will be held in reserve for future use when needed. The \$50,000 will be used to purchase a larger pump for the wells so that there is sufficient water pressure for the development's sprinklers. After review, the Board of Supervisors had no problem and authorized sending the agreement to the developer for review.

B. Lake Huron Property Sales Tax

After review, the Board had no interest.

- ii. **Stop sign on Newport at Entrance Update**
It was reported that FDOT has issued a work order for replacement and will also install a new “Right Lane Ends” sign.

- iii. **Pipe or Irrigation Line At 119 Newport Update**
Mr. Soto had been given approval to remove or bury the pipe/irrigation line at 199 Newport, however, this has not been completed to date.

- iv. **Entrance Lights Update**
This item was addressed above in Mr. Soto’s report.

- v. **Other follow up items**
 - Maintenance staff installed a Cays Drive sign at the entrance at 41. The parts from the old sign are stored at the plant.
 - Maintenance staff also removed the damaged roof tiles from the 2 monuments at Cays Drive.

NINTH ORDER OF BUSINESS

Utility Operations

A. Utility Operations Report for June

Mr. Gilbert reviewed his report with the Board of Supervisors stating that the CCR has been completed and that it can be sent out with the utility bills.

B. Calcite Tank Installation Update

Mr. Gilbert reported that installation of a manway into the tank for access had been missed and the tank had to be returned and will be delayed for approximately 12 weeks. This is not a critical problem as two (2) tanks are operating.

C. Replacement of Roto-Mesh Update

The new screen is in place and functioning.

ELEVENTH ORDER OF BUSINESS

Engineer’s Report

A. Water Control Structure at Venus Cay and other Cays

Engineer Benson stated that his report is about storm management issues. He advised that Field Manager Pepin walked the swale taking pictures. The Board of Supervisors agreed that a policy is needed for cleaning of the swales identifying each individual homeowner as responsible for the maintenance of their own swale.

B. Update Proposals for Cleaning Swales

The Board approved a Proposal for cleaning of the swales for an amount not to exceed \$1500 to improve drainage with focus to proceed as follows:

- Field Services Manager’s Proposal was approved.
- The Field Services Manager will identify homeowners who have installed obstacles such as sod, rip rap or other items with letters being sent to each one to remove immediately.
- A policy is to be developed as identified above to include all road easements.

On MOTION by Chair Davis seconded by Supervisor Dillon with all in favor, the Proposal for cleaning of all road easements and water control structures was approved for an amount not to exceed \$1500.

TWELFTH ORDER OF BUSINESS

Attorney’s Report

A. Follow up Transfer of Water Frontage of Parcel 13 to the CID

- Attorney Cox reported that a clear title is needed on Parcel 13 now that the CID has taken ownership of this site stating he will attempt to get a Quit Claim Deed from the former owners.
- Attorney Cox stated that the water frontage is owned by Collier County and is trying to get with them for discussion as there may be a possibility to exchange land for a Sherriff’s substation.

THIRTEENTH ORDER OF BUSINESS

Supervisor’s Requests and/or Comments

There being none, the next Order of Business followed.

FOURTEENTH ORDER OF BUSINESS

Audience Comments

A member of the audience asked about the content of the Louland letter with Supervisor Dillon explaining the content of same.

FIFTEENTH ORDER OF BUSINESS

Adjournment

There being no further Orders of Business, the meeting was adjourned at 11:55 a.m.

On MOTION by Supervisor Dillon seconded by Chair Davis with all in favor, the meeting was adjourned at 12:16 p.m.

Calvin Teague
Secretary

J. Anthony Davis
Chair