

**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, September 21, 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
Ron Benson	Engineer
Robert Soto	Soto's Landscaping
Mitch Gilbert	Florida Utility Solutions (FUS)
Residents	

***The following is a summary of the discussions and actions taken at the September 21, 2018 Port of the Islands Community Improvement District's Board of Supervisors Meeting.***

**FIRST ORDER OF BUSINESS**

**Call to Order and Roll Call**

The District Manager called the meeting to order and called the roll. All Board members were present with Supervisor Kehlmeier participating via telephone. Mitch Gilbert from FUS, Robert Soto from Soto's Landscaping, Engineer Ron Benson and Attorney Dan Cox were also present for today's meeting. The first matter to be addressed was the Boards' approval for Supervisor Kehlmeier's participation today via telephone.

On MOTION by Vice Chair Dillon seconded by Chair Davis with all in favor, Supervisor Kehlemeier's participation via telephone was approved.
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**SECOND ORDER OF BUSINESS**

**Approval of Agenda**

The Agenda was presented with changes as follows:

- 7 F – FY 2018 Budget Amendment.
- 6 B – Right of Way usage request.

On MOTION by Chair Davis seconded by Supervisor Ducoffre with all in favor, the Agenda was approved as amended.

**THIRD ORDER OF BUSINESS**

**Public 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 August 17, 2018 meeting were approved as presented after a minor formatting change was made.

On MOTION by Chair Davis seconded by Vice Chair Dillon with all in favor, the Regular Meeting Minutes for August 17, 2018 were approved as amended.

**FIFTH ORDER OF BUSINESS**

**Old Business**

**A. Review of Landscape Maintenance Performance**

**i. Review of Inspection Report**

Mr. Soto's report was passed out and was reviewed for the Board.

**ii. Irrigation Concerns**

- Mr. Soto reported that hedges in retaining areas are still difficult to maintain due to excessive water and that once the water levels drop some, they will be able to maintain these areas appropriately.
- He also reported that the plants remain to be replaced in the median on Newport Drive.

**iii. Irrigation System Analysis**

The Board had requested that this irrigation system analysis be performed for discussion at today's meeting and in that regard, they approved placement of an irrigation break on Sunset Cay for an amount not to exceed \$400.

On MOTION by Vice Chair Dillon seconded by Chair Davis with all in favor, placement of an irrigation break on Sunset Cay was approved for an amount not to exceed \$400.

**iv. Any proposals to be considered**

Three (3) proposals were received, i.e., #2612, 2613 and 2614.

On MOTION by Chair Davis seconded by Vice Chair Dillon with all in favor, all three (3) proposals were approved as presented.

**B. Drainage System Cleaning and Maintenance Policy**

Engineer Benson completed his analysis and summarized his findings for the Board as follows:

- The way this process is currently being followed to contain costs is in fact the most appropriate at this point. Engineer Benson advised that he does not recommend going with a full-blown maintenance program at this time as that would be too expensive.
- Thus, the Board asked that Mr. Soto cut down any mounds of dirt or other obstacles which may block drainage in the swales. Engineer Benson felt that the areas need to be inspected periodically to be proactive identifying problems that may need to be resolved and have Mr. Soto take care of any such issues as they occur ongoing. Staff will obtain a proposal to have this included into the current Soto's Landscaping account and draft a policy, which includes this.

**C. Dormitory ERC Sales Agreement**

No resolution to date, however, Engineer Benson feels the County will authorize issuance of this permit so that this project can be completed hopefully in the not too distant future.

**SIXTH ORDER OF BUSINESS**

**New Business**

**A. Discussion of Collier County Storm Water Fees**

After discussion, Engineer Benson advised that the County has postponed this for at least a year.

**B. R.O.W. Easement Discussion**

Engineer Benson summarized the request which was received from a fiberoptic company to obtain a right-of-way easement to lay fiberoptics at the cell tower behind the water and wastewater plant. The Board requested that engineering data be provided as to what is in the ground there.

**SEVENTH ORDER OF BUSINESS**

**Manager's Report**

**A. Auditor's Engagement Renewal Letter**

Auditor Engagement Renewal Letter was presented.

On MOTION by Chair Davis seconded by Vice Chair Dillon with all in favor, renewal of Berger, Toombs, etc. to complete the FY 2018 Audit was approved.

**B. Storm Loss Reimbursement**

This is still being worked on with Attorney Cox remaining to send the requested letter as well as FEMA reopening the claim.

**C. Financial Statements for Period ending August 31, 2018**

The financials were presented.

On MOTION by Chair Davis seconded by Supervisor Ducoffre with all in favor, the financials for period ending August 31, 2018 were accepted.

**D. Utility Billing Updates**

The District Manager reported a successful utility billing for this month.

**E. Website ADA Compliance Update**

The District Manager clarified that while this case has been dismissed, he wanted to include the steps that are currently being taken toward website compliance.

**F, FY 2018 Budget Amendment**

Resolution 2018-06 was presented amending FY 2018 Budget

On MOTION by Chair Davis seconded by Vice Chair Dillon with all in favor, Resolution 2018-06 amending FY 2018 Budget was approved.

**EIGHTH ORDER OF BUSINESS**

**Field Manager’s Report**

**A. Field Report for September**

The District Manager presented the Field Report for September as follows:

- i. Fixing of the Road Name Signs at Union Road and 41 Update**  
Vice Chair Dillon reported that since the last inspection, the sign has been replaced by the DOT.
- ii. Pipe or Irrigation Line in it at 119 Newport Update**  
Mr. Soto reported on 09/19 that the sod was installed on 09/17.
- iii. Other Follow Up Items**  
It was reported that the entrance sign at Newport Road has been replaced and the leaning tree from the preserve along Cays Drive has been cut down. Also, the board that was in the catch basin on Cays Drive has been removed as well.
- iii. Other follow up items**
  - When the Field Manager is cleaning the water control structures, he will also be repairing/replacing the Newport Drive sign that was hit last month.
  - He will clean out the culverts at 266 Newport Drive and in front of 108 Newport Drive as well.

**NINTH ORDER OF BUSINESS**

**Utility Operations**

**A. Utility Operations Report for September**

Mr. Mitch Gilbert reported as follows:

- There is one (1) meter that needs to be replaced, which has been ordered but otherwise, everything is running smooth.
- He has three (3) fire hydrants that need repair or replacement (he would prefer replacing) as they are inoperable at this point.

On MOTION by Vice Chair Dillon seconded by Chair Davis with all in favor, the Board approved replacement of three (3) fire hydrants.

- He also advised that the BFPs need replacement as well.

**B. Calcite Tank Installation Update**

This is still expected to arrive in October.

**ELEVENTH ORDER OF BUSINESS**

**Engineer’s Report**

Engineer Benson reported to the Board that the permit renewal process will be wrapping up shortly.

**TWELFTH ORDER OF BUSINESS**

**Attorney’s Report**

**A. Parcel 13 Water Frontage**

No update but this is still being worked on.

**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**

There being none, the next Order of Business followed.

**FIFTEENTH ORDER OF BUSINESS**

**Adjournment**

There being no further Orders of Business, the meeting was adjourned at 10:58 a.m.

On MOTION by Vice Chair Dillon seconded by Chair Davis with all in favor, the meeting was adjourned at 10:58 a.m.

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Calvin Teague  
Secretary

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J. Anthony Davis  
Chair