

**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, August 18, at 10:00 a.m. at the Orchid Cove Community Center, 25005 Peacock Lane, Naples, Florida 34114.

Present and constituting a quorum were:

J. Anthony Davis	Chairperson
Norine Dillon	Vice Chairperson
Kathryn Kehlmeier	Assistant Secretary
Roger Ducoffre	Assistant Secretary
Russell Kish	Assistant Secretary

Also present were:

Calvin Teague	District Manager
Ron Benson	Engineer
Mitch Gilbert	Florida Utility Solutions (FUS)
Residents	

The following is a summary of the discussions and actions taken at the August 18, 2017 Port of the Islands Community Improvement District's Board of Supervisors Meeting.

FIRST ORDER OF BUSINESS

Call to Order and Roll Call

Chairman Davis called the meeting to order and District Manager Teague called the roll.

All Board of Supervisors members were present. District engineer Ron Benson and Mitch Gilbert of FUS were in attendance as well.

SECOND ORDER OF BUSINESS

Approval of Agenda

The Agenda was presented for this meeting and approved with no changes.

On MOTION by Ms. Dillon seconded by Ms. Kehlmeier with all in favor, the Agenda was approved as presented.
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THIRD ORDER OF BUSINESS

Public Comment on Agenda Items

There being no Public Comment on Agenda Items, the next Order of Business followed.

FOURTH ORDER OF BUSINESS

Approval of Meeting Minutes

The Regular Meeting Minutes of July 21, 2017 were presented with change to Page 6 line 200.

On MOTION by Mr. Ducoffre seconded by Ms. Dillon with all in favor, the Regular Meeting Minutes for July 21, 2017 were approved as amended.

FIFTH ORDER OF BUSINESS

FY 2018 Budget Public Hearing

A. Review of Proposed Budget

District Manager Teague summarized the proposed budget. There is no increase in assessments. On Page 11, the debt service has a \$140,000 reduction because of the loan refinance. There was also a debt payment made \$57,887 at closing and this was anticipated in the amortization schedule. It does not reflect here and that is because the accountant supplies it against the value of the plant when POI put the water treatment plant in. There is no money for capital improvement. If POI decides to increase the utility rates, it will have a positive impact but not a huge impact. The Budget can be amended at that time, possibly November or December. There is cash to get POI through the year unlike previous years. District Manager Teague also indicated he made a change in the General Fund not as far as the numbers that BOS approved at the tentative Budget but in the format, (page 2 and page 3). Everything was put in a large category called "Field Services", you can look for individual line items but it is easier if you look at a category, and then you have the individual line items within that debt affected but the total amount is the same. Expenses in the Fiscal Year 2018 Budget are for landscaping, irrigation/utilities, mosquito control, roads and streets. For mosquito control \$41,000 was allocated in the Budget. It does increase the number of sprays to 3 times weekly for 10 months.

On MOTION by Mr. Davis, the Public Hearing was opened at 10:13 a.m.

On MOTION by Mr. Davis, the Public Hearing was closed at 10:14 a.m.

B. Resolution 2017-06 Adoption of Fiscal Year 2018 Budget

The Budget was approved with the adoption of Resolution 2017-06

On MOTION by Ms. Dillon seconded by Ms. Kehlmeier with all in favor, Resolution 2017-06 was approved as presented.

C. Resolution 2017-07 Levying of Assessments

The Board of Supervisors authorized the Levying of Assessments by the Tax Collector with the adoption of Resolution 2017-07.

On MOTION by Mr. Davis, seconded by Ms. Dillon with all in favor, Resolution 2017-07 was approved as presented.

SIXTH ORDER OF BUSINESS

Old Business

A. Review of Landscape Maintenance Performance

Mr. Robert Soto did not attend meeting as he was on vacation, therefore, no report was submitted. Supervisor Dillon did a ride around with Mr. Soto for their monthly inspection and commented on their observations. Actions by the Board and Supervisor Dillon’s observation were identified as follows:

- Mr. Soto contacted No Cuts because of the line that we want to move on Newport but they have not gotten back to us yet to repair that main line. Until we receive their input nothing can be done.
- Mr. Soto spoke with Mr. Pepin about grinding the sidewalks and Mr. Pepin indicated that area was Stella Maris North HOA and the project was 100% complete unless CID wants additional lifted panels grinded.
- No action was approved on the Gumbo Limbo tree on Newport Cay. It is the homeowner’s responsibility.
- Board of Supervisors did not approve having the Hardwood trees trimmed.
- Plants are dying at the Newport entrance into the community and landscape lights are not currently working. Mr. Pepin will work together with Mr. Soto to have these issues taken care of.

- Discussion also ensued regarding sidewalk cleaning as well as cleaning the monuments. Cost would be approximately \$525.00.

B. Utility Rate Increase Discussion

The Board of Supervisors discussed the proposed utility rate increase and District Manager Teague stated we are going through rule making. They are currently very unorganized. District Manager Teague also suggested having a workshop in October where we talk about the codifying the rules and how it affects everyone. District would set a Public Hearing Meeting and go over the rules for adoption. District Manager Teague did explain he asked Severn Trent to do this for 10 years but it was never done. To accomplish codifying the rules, we will need additional help and a not to exceed \$1500 was allocated for this task which the Board approved. We will then have working and useful documents to work from.

On MOTION by Mr. Ducoffre seconded by Ms. Dillon with all in favor, a not to exceed \$1,500 will be allocated to codify Port of the Island rules

SEVENTH ORDER OF BUSINESS

New Business

A. Union Road Repair Estimate

District Manager Teague discussed getting a quote from Copeland Enterprises and getting estimates from the District Engineer Ron Benson who agreed to obtain the bids for the next meeting for regrading of Union Road. The Board of Supervisors requested that the bids be broken down into two parts; from the end of asphalt to the Water Plant and another from the Water Plant to the Gun Club. This project will be undertaken after the rainy season. Cost will be approximately \$5,000-\$6000 which is the cheapest way to repair the road.

EIGHTH ORDER OF BUSINESS

Manager's Report

A. Financial Statements for period ending July 31, 2017

Financial Statements for period ending July 31, 2017 were presented. District Manger Teague indicated \$39,806 was collected last month for utility billing. Cash flow projections for the next five years, the District is carrying a positive flow at roughly \$300,000. General Fund without past due assessments or direct billing, \$851,376 which

is what would be at the end of the Fiscal Year. Water-sewer fund is -535,026. There is still cash at the end of the Fiscal Year for the two Operations and 2018 cash should be even more. Once the loan is paid off in four years, consideration could be made to reducing the assessment rate.

On MOTION by Mr. Ducoffre seconded by Mr. Davis with all in favor, the Financial Statements for period ending July 31, 2017 were accepted as presented.

B. Mosquito Control efforts

District Manager Teague gave the following updates:

- Collier County Mosquito Control District has not contacted the District on an Aerial spray or the opportunity to be part of the Mosquito Control District.
- We are now spraying two times a week as opposed to three since mosquitos do not seem as bad and to conserve funds for the District.

C. Utility Billing Updates

District Manager Teague reported the process is going smoothly and issues have been greatly reduced.

i. Handheld readers

District Manager Teague stated that Premier District Management’s IT consultant is presently looking at the handheld readers to get them operable with our billing system.

D. FY 2018 Meeting Schedule Approval

The Board of Supervisors approved the schedule as presented.

On MOTION by Ms. Dillon seconded by Mr. Davis with all in favor the Fiscal Year 2018 Meeting Schedule was approved as presented.

E. Follow-up

District Manager Teague reported that the CID sprint bills should be reviewed by Mr. Gilbert who agreed and he will see if savings can be initiated. Staff will forward to him.

NINTH ORDER OF BUSINESS

Field Manager

A. Field Report for August

Reviewed by the Board of Supervisors with the following direction being given:

- The construction signs left by FDOT are to be removed. The next time PDM Maintenance Technician is at Port of the Island, he will remove the street signage and store at the plant.
- No decision was made on the sidewalk cleaning.
- Contact will be made with Stella Maris HOA about the need for grinding the sidewalks.

i. Culvert cleaning under driveways:

On schedule to complete once water table goes down.

- ii. Hardwood Tree Trimming:** A decision was made by the Board of Supervisors for this not to be done.

TENTH ORDER OF BUSINESS

Utility Operations

A. Utility Operations Report for August

Mr. Gilbert reviewed his monthly report with the Board and several items were discussed, which include the following:

- Other updates were within the reports included in the agenda packet.
- Mr. Gilbert also discussed the problem that the community is having with six drain valves in the MBR going bad that need to be replaced to clean the tanks out. District Engineer Ron Benson stated they could close them off and pump them out for cleaning. This will substantially be less expensive than replacing them.
- Mr. Gilbert mentioned lightning damage to a lift station which is covered by insurance. Premier District Management will submit an insurance claim for repairs.
- Mr. Gilbert mentioned that the spare membranes are salvageable.

B. Backflow Preventer Replacement Update

Mr. Gilbert reported 100% completion.

C. Replacement of Roto-Mesh

Mr. Gilbert and Mr. Benson updated the Board of Supervisors and Mr. Gilbert indicated a new one was priced at \$98,148, but they are looking at an alternative in the mid \$20,000 range.

ELEVENTH ORDER OF BUSINESS

Engineer's Report

A. Update on utility operations transition and maintenance concerns

District Engineer, Ron Benson discussed the fire system sprinkler system and the efforts made to have the CID accept potable water for the old dormitory sprinkler system. The Board of Supervisors asked the District Attorney to write a letter telling them to drop this issue. If they want potable water as opposed to reuse water, they have to upgrade the system.

TWELFTH ORDER OF BUSINESS

Attorney's Report

A. Update on legal transactions regarding N. Hotel and POI Realty

Attorney Dan Cox was unable to attend the meeting. District Manager Teague updated the Board of Supervisors on the tax lien. The offer has been submitted and County Tax Collector are doing a title report. Once this is completed they will let us know how much the CID will pay to have the tax lien sale conducted. The costs will be minimal to include title report and advertising. Once this is completed, the auction will be set.

B. Orchid Cove Irrigation Meters Agreement

A proposed agreement was presented and given to the President, Audrey Sanders of the Orchid Cove HOA for review by their Attorney.

THIRTEENTH ORDER OF BUSINESS

Supervisor's Requests and/or Comments

There being none, the next Order of Business followed.

FOUREENTH ORDER OF BUSINESS

Audience Comments

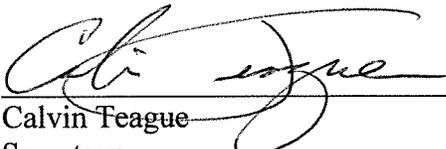
- Deborah Banberge asked questions on the purchase of the POI Realty and if the N. Hotel is part of this purchase?

FIFTEENTH ORDER OF BUSINESS

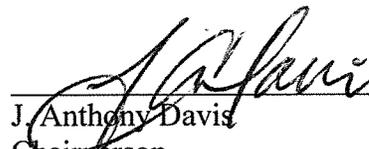
Adjournment

There being no further Order of Business, and

On MOTION by Ms. Dillon seconded by Ms. Kehlmeier with all in favor, the meeting was adjourned at 12:24 p.m.



Calvin Teague
Secretary



J. Anthony Davis
Chairperson