

**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, January 19, 2018 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:

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

The following is a summary of the discussions and actions taken at the January 19, 2018 Port of the Islands Community Improvement District's Board of Supervisors Meeting.

FIRST ORDER OF BUSINESS

Call to Order and Roll Call

Chairperson Davis called the meeting to order and District Manager Teague called the roll with all Board members being present. Also present were Attorney Daniel Cox, District Engineer Ron Benson, Robert Soto of Soto Lawn and Mitch Gilbert of Florida Utility Solutions. Before the meeting was called to order, Chairperson Davis announced a procedural change stating that from today forward anyone wishing to speak at any meeting will be required to fill out a sign-in card with name, address and the desired

subject. He further advised that once “Audience Comments on Agenda Items” is reached, the individual wishing to speak will be required to come forward and stand before the Board in order to be recognized and recorded as a formal part of the meeting. No questions and/or comments will be accepted from seated individuals at any time in the future. Staff will provide the appropriate sign-in cards to be available at each meeting.

SECOND ORDER OF BUSINESS

Approval of Agenda

The Agenda was approved with the addition of 6 A to Consider Change in Meeting Time and 9 E for Canal Pump Station Repairs.

On MOTION by Mr. Ducoffre seconded by Ms. Dillon with all in favor, the Agenda was approved with the above indicated additions.

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 December 15, 2017 and the Continuation Meeting Minutes of January 5, 2018 were presented. The Regular Meeting Minutes of December 15, 2017 were approved with the following changes and the Continuation Meeting Minutes of January 5, 2018 were approved as presented

- Line 146 change “CDD” to “CID.”
- Line 148 change to “...over the utility plant...”
- Line 183 change to “...towable generator back and hook up...”
- Line 201 change to “...pump has failed...”
- Line 261 change to “...North Hotel is and tear...”

On MOTION by Ms. Dillon seconded by Mr. Davis with all in favor, the Regular Meeting Minutes for December 15, 2017 were approved as amended and the Continuation Meeting Minutes of January 5, 2018 were approved as presented.

FIFTH ORDER OF BUSINESS **Old Business**

A. Review of Landscape Maintenance Performance

i. Review of Inspection Report

Mr. Robert Soto provided a summary of the report he had provided for the Board of Supervisors advising also that he and Supervisor Kehlmeier did their regular drive around and an overall review of remaining issues. Comments/requests were as follows:

- Mr. Soto reported that the irrigation repairs were completed but when they turned the water back on, found another leak coming from deeper in the asphalt as well as another line that appeared to be seeping. He stated he will forward pictures to the Board, however, needs guidance as to which direction to proceed. He stated that the asphalt which will need to be cut out will be extensive, probably in the range of a ton of asphalt. Therefore Mr. Soto, Mr. Gilbert, Mr. Benson and Supervisor Kish will meet to assess the break, determine the best approach for repair and provide their recommendation at the next meeting.
- As per prior discussions regarding tree trimming along with the Boards' concern that this project not be completed twice, Mr. Soto will trim only those Palm Trees deemed critical and/or a safety issue at this time.
- Mr. Soto reported that mulching, which is included in the current contract will begin within the next couple of weeks.

ii. Any Proposals to be Considered

a. Trimming of Hardwoods

Tabled.

b. Sod Installation at Damaged Areas

Tabled.

B. Rules and Utility Rates

District Manager Teague stated that any additional suggestions/recommendations would be welcome. Additional discussion that still remains is that for ERC's and calculation thereof. This Agenda Item will be addressed further during the Engineer's Report herein.

SIXTH ORDER OF BUSINESS

New Business

A. Consideration of Change in Meeting Time

The Board of Supervisors discussed changing the meeting time to 9:00 a.m., which was approved and Staff will handle the necessary notifications.

On MOTION by Ms. Dillon seconded by Ms. Kehlmeier with all in favor, change of the monthly meeting time to 9:00 a.m. for the remainder of this fiscal year was approved.

SEVENTH ORDER OF BUSINESS

Manager's Report

A. Insurance and Reimbursement from Storm Damage

District Manager Teague updated the Board with regard to the cleanup and repair costs of CID assets from Hurricane Irma, which are now over \$42,000. The claim will be submitted once it has been determined that ALL costs have been identified which are to include stump removal expenses.

B. Financial Statements for period ending December 31, 2017

The Financials for the period ending December 31, 2017 were presented.

On MOTION by Ms. Kehlmeier seconded by Mr. Ducoffre with all in favor, the Financials for period ending December 31, 2017 were accepted.

C. Mosquito Control Updates

Information will continue to be collected on the auto-count mosquito traps and presented at the next meeting.

D. Utility Billing Updates

District Manager Teague reported five (5) uncollectible accounts, one of them being a deceased customer - Account #9722, which he requested approval to write-off.

On MOTION by Mr. Davis seconded by Ms. Kehlmeier with all in favor, the five (5) accounts presented for write-off, Account Number 90722, 90689, 90600, 90184 and 90012 were approved to be written off.

E. Follow-up

All on Agenda.

EIGHTH ORDER OF BUSINESS

Field Manager's Report

A. Field Report for January

The Field Manager's Report was reviewed with comments/requests as follows:

Supervisor Kehlmeier had a question, On Page 66, Number 6 B - Side Monument, it states that one of the landscape lights near the entrance is in the process of being replaced and was missing during the inspection. She reported that a neighbor took her to that area where it was pointed out that no lights at all were on, on Newport in the entrance area, neither the big sign light on either side nor the side monument lights. District Manager Teague stated he would ask Mr. Soto to take a look.

i. Culvert Cleaning Under Driveways.

This has been completed.

NINTH ORDER OF BUSINESS

Utility Operations

A. Utility Operations Report for January

The report which had been submitted was reviewed. The Board of Supervisors felt that it would be a good idea to host an Open House for tours again. Therefore it was agreed that staff will set up an Open House at the Plant, which will occur after the next meeting. This will be posted on the Website and Mr. Gilbert will coordinate.

B. Replacement of Roto-Mesh

Mr. Gilbert reported that the old one is still functioning. No new update was given.

C. Replacement of Pump in Well #2

Completed.

D. VFD Reuse Pump Purchase

Completed.

E. Fire Station Canal Pump Repairs

All of the current problems that are currently being encountered with the Fire Station Canal Pump were presented and after extensive discussion and due to the critical nature of this pump, the Proposal which was received in the amount of \$48,870 was approved.

On MOTION by Ms. Dillon seconded by Ms. Kehlmeier with all in favor, the Proposal for Repair of the Fire Station Canal Pump was approved for the amount of \$48,870.

TENTH ORDER OF BUSINESS

Engineer’s Report

A. Proposal for Preparing the Permit Renewal of the WW Permit

Engineer Benson provided a summary of what is involved in the 5-year renewal process for this permit with the Board of Supervisors subsequently approving the Proposal for a “not to exceed” amount of \$15,000. It was also pointed out that there is a DEP Application Fee of \$3,000, which will also have to be paid.

On MOTION by Mr. Ducoffre seconded by Mr. Kish with all in favor, the Proposal for preparation of the WW Permit Renewal Packet was approved for a “not to exceed” amount of \$15,000.

B. Discussion of Revising ERC Calculations

Engineer Benson submitted his Technical Memorandum at the Marina’s request to upgrade and modernize the 175 boat slips which they currently own and/or lease. Upon review of the plans submitted by the Marina, he felt the ERC calculations for the boat docks needed to be updated as reflected by his memo herein. This recommendation is based upon the amount of increase in usage of both water and sewer, his recommendation is as follows:

	Current ERC’s	Proposed ERC’s
• Water only	0.08	0.12
• Water & Sewer	0.16	0.2
• Larger Boat Slips (NEW CATEGORY)		0.3
• Houseboats (NEW CATEGORY)		0.4

After the Board’s review and extensive discussion, Attorney Cox advised that this should be added to the Agenda of the Rule Development Meeting. He explained that two (2) advertisements will be placed, one advertisement for the Notice of Rule Development and another advertisement for the Notice of Rule Adoption. Therefore, the Public Hearing for Rule Development was set for March 16, 2018 at 9:00 a.m. and the Public Hearing for Rule Adoption was set for April 20, 2018 also at 9:00 a.m.

On MOTION by Mr. Davis seconded by Ms. Dillon with all in favor, the Public Hearing for Rule Development to be held on March 16, 2018 at 9:00 a.m. was approved.

On MOTION by Mr. Davis seconded by Mr. Ducoffre with all in favor, the Public Hearing for Rule Adoption to be held on April 20, 2018 at 9:00 a.m. was approved.

In addition, the following requests were made as well:

- The Revised Draft Rules (with lines numbered) should include the ERC section as well as the other proposed revisions.
- Staff will respond to the Marina’s proposed changes for making the current docks larger, providing pump-out services and providing some of the boat slips with sewer service. Based on the Marina’s plans, it appears they will need additional ERC’s, but until they obtain them, the District Manager will issue a letter of availability contingent upon them purchasing the additional ERC’s. Until then it will not be a “Clean Letter of Availability” for submittal to the county for a building permit as this letter will be conditional upon obtaining the required number of additional ERC’s needed.

ELEVENTH ORDER OF BUSINESS Attorney’s Report

A. Update on Legal Transactions Regarding North Hotel and POI Reality

Attorney Cox summarized the events to date and reported that six (6) RFPs have been sent out to developers. He further stated that he and District Manager Teague met with a prospective developer who was showing interest. This prospective developer planned to do his review that same day. Many questions ensued, however, Attorney Cox advised that until actual proposals are received there is no information to share. The RFP will be posted on the Website and a copy will be sent to Engineer Benson as well.

B. Orchid Cove Irrigation Meters Agreement

The Orchid Cove Irrigation Meters Agreement was approved with the one (1) change per Supervisor Kehlmeier.

On MOTION by Ms. Dillon seconded by Mr. Ducoffre with all in favor, the Orchid Cove Irrigation Meters Agreement was approved with the one (1) change as stated.

C. Model Plan Club Property Maintenance Agreement

No Agreement available at this time.

TWELFTH ORDER OF BUSINESS

**Supervisor's
Comments**

Requests and/or

There being none, the next Order of Business followed.

THIRTEENTH ORDER OF BUSINESS

Audience Comments

Numerous residents spoke or had questions and comments on redevelopment of the RV and North Hotel properties.

FOURTEENTH ORDER OF BUSINESS

Adjournment

There being no further Orders of Business, the meeting was adjourned at 1:19 p.m.

On MOTION by Ms. Kehlmeier seconded by Mr. Ducoffre with all in favor, the meeting was adjourned at 1:17 p.m.

Calvin Teague
Secretary

J. Anthony Davis
Chairperson