

**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, May 18, 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 May 18, 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. Attorney Dan Cox also participated via telephone. Also present were the District's Engineer Ron Benson, Mitch Gilbert of Florida Utility Solutions and Robert Soto of Soto Lawn. The first order to be addressed was the Board of Supervisors voting to allow Supervisor Kehlmeier to participate via telephone due to her difficulty in attending today's meeting.



**iv. Any proposals to be considered**

- Proposal 2400 was approved for the amount of \$3,019 to trim Palm trees.
- Proposal 2345 was approved for the amount of \$300 to trim two (2) Canary Date Palms.

On MOTION by Chair Davis seconded by Supervisor Ducoffre with all in favor, Proposals 2400 and 2345 were approved for the amounts of \$3,019 and \$300 respectively.

- The Board of Supervisors also approved securing an electrician to repair the landscape lights at Cays and Newport. They requested, however, that this repair be accompanied by a year's warranty.
- Mr. Soto reported that there is a problem obtaining sod at this time and the Board of Supervisors also approved \$200 for sod.

On MOTION by Supervisor Dillon seconded by Supervisor Kish with all in favor, repair of the landscape lights at Cays and Newport was approved for an amount not to exceed \$2600 accompanied by a year's warranty for the work performed.

- The Board asked Mr. Soto to remove or coverup the exposed PVC pipe at 117 and 119 Newport, which goes through the culvert under the owner's driveway.
- Supervisor Dillon advised that the tree branches at Windward and Cays need to be trimmed as they are blocking the Stop Sign on the right.

**B. Firebreaks Discussion Update**

Chair Davis updated the Board stating that the meeting has been rescheduled with the Forestry Service Staff but otherwise reported there was nothing new. He reiterated, however, that the area around the pump station needs to be kept clean and free of any possible kindling. This item will be removed from the Agenda for the time being.

**SIXTH ORDER OF BUSINESS**

**New Business**

**A. Sale of ERCs to Dormitory Project**

Discussion ensued regarding a Proposal from Union Road, LLC for the purchase of ERCs for their 16-unit development. It was further clarified that Union Road, LLC will give the CID \$50,000 for the purchase of the currently needed ERCs which are 4.8 with the remainder of the funds becoming a credit for future ERCs. The \$50,000 will purchase a larger pump for the wells so they can provide sufficient water pressure for the development’s sprinkler system. The Board of Supervisors authorized Staff to proceed with development of documents for the sale of these said ERCs as well as the conditions involved with the sale including the funds being paid upfront, an easement and any other new provisions as determined by Attorney Cox, the Engineer and the District Manager.

On MOTION by Supervisor Dillon seconded by Chair Davis with all in favor, authorization for staff to proceed in the development of an Agreement or document with new provisions identified as upfront funds, easements as well as other items as determined by Staff was approved.

**B. 117 Newport Drive – Seawall Cleaning and Grating Update**

Question remains if the grate will be coming anytime soon for replacement.

**SEVENTH ORDER OF BUSINESS**

**Manager's Report**

**A. Fiscal Year 2019 Budget**

**i. Resolution 2018-02 Approving the Fiscal Year 2019 Budget and Setting a Public Hearing**

On MOTION by Supervisor Dillon seconded by Chair Davis with all in favor, Resolution 2018-02 for adopting FY 2019 Budget and setting a Public Hearing was approved.

**B. Insurance and Reimbursement from Storm Damage**

Again, there has been no change, however, staff will continue to fight any denials that are received.

**C. Financial Statements for Period Ending April 30, 2018**

The financial statements for period ending April 30, 2018 were presented.

On MOTION by Supervisor Ducoffre seconded by Supervisor Kish with all in favor, the Financials for period ending April 30, 2018 were accepted as presented.

**D. Utility Billing Updates**

The new utility billing report was reviewed with the Board of Supervisors and no objections were received.

**E. Follow-up**

- District Manager Teague announced that he and Mr. Pepin have decided to form separate companies but Mr. Pepin will remain the Field Manager as a subcontractor to Premier District Management.
- The District Manager reported that the Louland letter had not yet been prepared but will go out next week.
- District Manager Teague advised that a commercial realtor for marketing of Parcel 13 had not yet been identified.

**EIGHTH ORDER OF BUSINESS**

**Field Manager's Report**

**A. Field Report for May**

**i. Fixing of the Road Name Signs at Union Road and 41 Update**

It was reported that the Union Road sign has not been replaced by FDOT as of yet and that the lighted sign is on their list of repairs. They did not have an estimated timeframe, however. A work order is also in for staff to replace the Cays Drive entrance sign at 41, which it is hoped that staff can get to by the end of the month.

**ii. Stop sign on Newport at Entrance Update**

Field Manager Pepin's report indicated that he did not find anything wrong with any of the new Stop Signs at the Newport Drive entrance as they are all FDOT approved. The only concern he saw was that the nuts and bolts holding the sign posts to the base are a bit loose, which he informed FDOT of.

**iii. Pipe or Irrigation Line At 119 Newport Update**

This item was addressed within the above items on the Agenda.

**iv. Entrance Lights Update**

This item was addressed within the above items on the Agenda.

**NINTH ORDER OF BUSINESS**

**Utility Operations**

**A. Utility Operations Report for May**

- Mr. Gilbert reported that the Calcite tanks came in and installation will be scheduled soon. The Board of Supervisors approved an auto flush for Stella Maris North.

On MOTION by Chair Davis seconded by Supervisor Kish with all in favor, placement of an automatic flushing system for Stella Maris N. was approved.

- Mr. Gilbert reported that there is a reuse meter box on Newport, which needs to be replaced. The Board advised that this should be taken care of.
- Mr. Gilbert reported that the irrigation meters on Orchid Cove are scheduled but will probably not be completed until the end of June.
- Finally, Mr. Gilbert reported that the three (3) new meters were ordered for the wastewater plant, which should be in any day. They will be installed and calibrated at that time.
- Question was raised about a resident's complaint regarding a taste of chlorine in the drinking water. Mr. Gilbert explained what the EPA requires as a chlorine residual but stated that this matter has been resolved.

**B. Replacement of Roto-Mesh**

Mr. Gilbert reported that the new screen was ordered but that it is a six (6) to eight (8) week delivery time and expect it sometime in July.

**ELEVENTH ORDER OF BUSINESS      Engineer's Report**

Engineer Benson reported that he is going to get with Field Manager Pepin as there are a series of problems with drainage looking at the Water Control Structure at the end of Venus Cay.

**TWELFTH ORDER OF BUSINESS Attorney's Report**

Attorney Cox reported there was really nothing new except deciding what to do with Parcel 13. Extensive discussion ensued regarding the water frontage for Parcel 13 and the Board of Supervisors requested that Attorney Cox look into how this frontage could be transferred to the CID.

**THIRTEENTH ORDER OF BUSINESS Supervisor's Requests and/or Comments**

- Supervisor Dillon questioned cleaning of the culverts in front of the condo buildings at 266 Newport and if this is the HOA's responsibility. Field Manager Pepin will look at this during his next visit.
- Supervisor Dillon also thanked Supervisor Kehlmeier for getting with CenturyLink regarding the fence which had fallen and while they have not done anything to date, they do intend to fix this.

**FOURTEENTH ORDER OF BUSINESS Audience Comments**

Resident Jean Kungle asked about a parcel for sale and if it could be used for a dog park. She also commented about the potential for a clam farm as had been mentioned in the Newsletter.

**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 Ducoffre seconded by Supervisor Dillon with all in favor, the meeting was adjourned at 11:48 a.m.

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Calvin Teague  
Secretary

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J. Anthony Davis  
Chair