

**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, July 20, 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
Mitch Gilbert	Florida Utility Solutions (FUS)
Robert Soto	Soto Lawn
Residents	

The following is a summary of the discussions and actions taken at the July 20, 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, Engineer Ron Benson, Mitch Gilbert of Florida Utility Solutions and Robert Soto of Soto Lawn were also present for today's meeting. The first item to be addressed was the Board of Supervisors approving Supervisor Kehlmeier's participation via telephone due to her difficulty attending today's meeting.

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

SECOND ORDER OF BUSINESS

Agenda

The Agenda was approved as submitted.

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

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 June 15, 2018 meeting were presented and were approved with the minor changes, which were submitted prior to meeting by Supervisor Kehlmeier.

On MOTION by Supervisor Dillon seconded by Supervisor Ducoffre with all in favor, the Regular Meeting Minutes for June 15, 2018 were approved as amended.

FIFTH ORDER OF BUSINESS

Old Business

A. Review of Landscape Maintenance Performance

i. Review of Inspection Report

Reviewed by Robert Soto who identified several concerns, which are being monitored.

- Water is ponding into the 41 median at Orchid Cove.
- The pipe at 117 Newport is not critical but he advised that he is going to cut it out, dispose of it and then re-sod the area.

a. Entrance Lights Update

This task has been completed.

ii. Irrigation Concerns

- Mr. Soto reported that he was having difficulty getting sod to complete the project at 227 Newport but is hoping to get it this week.
- The wet checks have not yet been completed but are still ongoing.
- He is still awaiting proposal from his electrician to provide power to a timer.
- He stated that he expects to have an overall system analysis completed for presentation at next meeting.

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 the Field Manager verified that the grate has been replaced and the vegetation removed.

C. Drainage System Cleaning and Maintenance Policy

- The District Manager reported that the letters were sent out to the property owners requesting that they remove the debris and other materials that had been placed in the swale behind their homes have complied.
- The Field Manager is scheduled to clean around the water control structures and expects this to be completed by the end of the month. Discussion ensued as to what should be done going forward and the Board agreed that the Engineer should do an analysis for bringing the swales back to their initial design criteria. The Engineer and Field Manager will work toward pulling this data together.

D. Dormitory ERC Sales Agreement

There has been no response from the developer yet.

SIXTH ORDER OF BUSINESS

New Business

There being none, the next Order of Business followed.

SEVENTH ORDER OF BUSINESS

Manager's Report

A. Insurance and Reimbursement from Storm Damage

The District Manager reported that the FEMA claim is being reconsidered. A letter was sent to the District's Congressional Representative to alert him of the lack of cooperation which we have encountered while trying to deal with FEMA.

B. Financial Statements for Period Ending June 30, 2018

The financial statements for period ending June 30, 2018 were presented. After discussion, the Board agreed that invoices do not have to be included in the packet, just emailed with the exception of any larger invoices. The larger invoices were identified as anything over \$10,000. Following this discussion, the financials were accepted as presented.

On MOTION by Chair Davis seconded by Supervisor Ducoffre with all in favor, the Financials for period ending June 30, 2018 were accepted as presented.
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C. Utility Billing Updates

The District Manager updated the Board on billing software issues, which have been encountered and that because of this glitch, the last billing printed without a usage on them. It is believed that this problem has been corrected.

D. Realtor for Parcel 13 Property Update

Nothing further will be done on this item until the water frontage issue is resolved.

E. FY-2019 Budget

The FY 2019 Budget was presented for the Boards' final review prior to the upcoming public hearing to be held on August 17, 2018.

F. Website Compliance

The District Manager briefly updated the Board regarding this matter on website compliance as it relates to the Americans with Disabilities Act (ADA).

G. Resolution 2018-03 for Adoption of Statewide Mutual Aid Agreement

The Board of Supervisors approved Resolution 2018-03 after the District Manager outlined the intended purpose for this agreement.

On MOTION by Supervisor Dillon seconded by Chair Davis with all in favor, Resolution 2018-03 was approved.

H. Follow-up

i. Louland Letter Update

There is nothing to report to date.

ii. Lake Huron Assessment – Orchid Cove Update

The District Manager updated the Board advising them of some recent inquiries regarding what is owed to the CID in addition to that which is held by the tax collector as delinquent assessments.

EIGHTH ORDER OF BUSINESS

Field Manager’s Report

A. Field Report for July

- Supervisor Dillon questioned the notation on the Field Manager’s report that he was not able to get into the well field due to the gates being locked. Mr. Gilbert will be sure that the Field Manager is provided with the combination for access.
- She also questioned the sign at Cays and 41 where a post was placed. The District Manager advised that we continue to await delivery of the FDOT sign that this post is intended for.
- Supervisor Dillon expressed surprise at how the County has done nothing to clean up the garbage collection at the Marina where doors are still hanging, etc.

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

There has been no real update or response to date, however, FDOT does continue to say that they are going to provide this.

ii. Pipe or Irrigation Line At 119 Newport Update

The District Manager reported that this pipe is scheduled to be removed July 16 with sod being placed thereafter. Mr. Soto has not received the sod therefore, this will be completed as soon as possible.

iii. Other follow up items

When the Field Manager is cleaning the water control structures on July 25, 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 July

Mr. Gilbert reviewed his report with the Board of Supervisors as follows:

- Everything is working properly, however, he stated there was a controller on one of the transfer switches that failed. This was replaced.
- The bar screen is on order and should be here within the next couple months.
- The fire station pumps and motors were rebuilt, the drives were replaced, and everything is now back in service.
- The #2 reuse pump motor also had to be replaced.

B. Calcite Tank Installation Update

This has been reordered and just waiting on notification of a shipping date.

TENTH ORDER OF BUSINESS

Engineer's Report

A. Drainage Issues

Engineer Benson referred the Board to attachments to the Agenda, which he sent to the District Manager discussing issues he is dealing with regarding maintenance of the drainage swales along the Cays. He stated that he has worked with the builder and feels the referred to issues have been resolved for the time being. However, he feels like they will resurface due to the lack of any ongoing maintenance to these drainage swales.

B. Water Control Structures at Venus Cay and Other Cays Update

As stated above, the Field Manager is scheduled to clean up the vegetation around these structures July 25 and 26. The Board agreed that any areas that can be addressed with a shovel should go ahead and be taken care of by the Field Manager's staff.

C. Cleaning Swales Update

Regarding homeowner calls that come in regarding cleaning of the swales, the Engineer asked if perhaps a public forum could be set up for the Board to hear these homeowner issues. The Board agreed that this should occur going forward.

ELEVENTH ORDER OF BUSINESS

Attorney’s Report

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

We continue to wait for the County to set up a meeting for this presentation, ascertaining that all involved are present for this meeting.

TWELFTH ORDER OF BUSINESS

Supervisor’s Requests and/or Comments

- Supervisor Dillon commented that she has been impressed this year by the efforts of mosquito control.
- She also asked if perhaps the Fire Department could paint the fire hydrants as they are looking a bit unsightly. The District Manager advised that if the Fire Department was unable to get this done and that perhaps a quote could be obtained from Mr. Gilbert. Chair Davis said he would check with the Fire Department in this regard.

FOURTEENTH ORDER OF BUSINESS

Audience Comments

- Kevin McPeak of Orchid Cove asked if the CID has made any effort to obtain the water rights from the County for the canal. After extensive discussion and explanation, this property continues to be County property.
- Teri O’Connell asked about the audit, which she was advised had been distributed.

FIFTEENTH ORDER OF BUSINESS

Adjournment

There being no further Orders of Business, the meeting was adjourned at 10:46 a.m.

On MOTION by Supervisor Dillon seconded by Chair Davis with all in favor, the meeting was adjourned at 10:46 a.m.

Calvin Teague
Secretary

J. Anthony Davis
Chair