

**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, December 15, 2017 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	Chairman
Norine Dillon	Vice Chairperson
Kathryn Kehlmeier	Assistant Secretary
Roger Ducoffre	Assistant Secretary
Russell Kish	Assistant Secretary

Also present were:

Gary Rawlings	Assistant District Manager
Daniel Cox	District Attorney
Ron Benson	District Engineer
Jeanette Watkins	District Recording Secretary
Robert Soto	Soto Lawn
Mitch Gilbert	Florida Utility Solutions (FUS)
Residents	

The following is a summary of the discussions and actions taken at the December 15, 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 Assistant District Manager Rawlings called the roll with all Board members being present. Also present were Attorney Daniel Cox, District Engineer Ron Benson, Robert Soto of Soto Lawn, Mitch Gilbert of Florida Utility Solutions and Jeanette Watkins, District Recording Secretary.

SECOND ORDER OF BUSINESS

Approval of Agenda

The Agenda was presented. Ms. Kehlmeier had a correction to the date of the next meeting which should have read January 19, 2018.

On MOTION by Ms. Kehlmeier seconded by Ms. Dillon with all in favor, the Agenda was approved as amended.

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 November 17, 2017 were presented and were approved with amendments to Line 74 changing "CID" property changed to "gun club" property, Line 206 delete "will not all be done at one time," Line 263 correct spelling to Furdock and Line 266 change time to 11:34 a.m.

On MOTION by Ms. Dillon seconded by Mr. Kish with all in favor, the Regular Meeting Minutes for November 17, 2017 were approved as amended.

FIFTH ORDER OF BUSINESS

Old Business

A. Review of Landscape Maintenance Performance

i. Review of Inspection Report

Mr. Robert Soto was in attendance for the meeting and reported that he and Supervisor Kehlmeier did their ride around Monday with findings as follows:

- The irrigation repairs referred to under Old Business have been taken care of. The asphalt, however, has not yet been covered back up to be sure that everything holds up and that there are no leaks or other issues remaining. He stated it will probably be covered back up within the next week or so.
- Mr. Soto reported that there is still no power to the timer which runs the 41-median north. He stated that Mr. Gilbert is going to assist with this today.

- Mr. Soto reported that out of all the storm damage repairs, only two (2) stumps remain to be removed. These are located on Cays Drive, which he stated will be taken care of in the near future.
- He stated that during the drive around, they found a valve box that runs across the street from Stella Marris South on Cays Drive that appeared to be leaking. This was turned off to allow the area to dry out after which it will be evaluated to see what is needed for repair.
- Mr. Soto reported being a bit behind with the annual mulching but hopes this will be done by mid-January.

ii. Any Proposals to be Considered

a. Trimming of Orchid Trees

- Mr. Soto requested guidance from the Board with regard to some of the older previously submitted proposals, which had been placed on hold such as the Palm Tree Proposal, the Hardwoods Proposal, stating that while these had been approved, the Board decided to fix the irrigation first. Thus, he is requesting guidance to know what he should schedule for the upcoming month with the Boards' recommendation as below.
- Question was raised if the Orchid Tree trimming referred to on Page 17 in front of Cays Drive are the Orchid Trees in front of 314 Newport. Discussion ensued regarding these trees with it being the consensus that these trees should be saved and thus should be trimmed back. Chairman Davis asked if anything is critical and needs to be considered right now or can the Orchid Trees be done and revisit the others at the next meeting? Mr. Soto stated that would be absolutely fine and stated that critical would be the Orchid Trees which were snapped and that anything that has snapped off should be taken care of at present. Decision was made to do the Orchid Trees now.
- Mr. Soto reported he had not gotten the exact sod quote yet for the spots where the debris sat but that he still needs to make sure how much sod is actually needed.

b. Trimming of Hardwoods

Tabled until January.

c. Stump Removal

The Board agreed that stump removal is a priority and should be done now as well.

On MOTION by Ms. Dillon seconded by Mr. Ducoffre with all in favor, the Proposals for trimming of the Orchid Trees and Stump Removal were approved as presented.

SIXTH ORDER OF BUSINESS

New Business

A. Rules and Utility Rate Workshop Discussion

District Manager Teague will see that the Board gets a copy of the “redlined” changes prior to the Continuation Meeting/Workshop which is to be held January 5, 2018 at 9 a.m.

SEVENTH ORDER OF BUSINESS

Manager's Report

A. Storm Loss Report

This continues to be in the works as reported prior. We have received acknowledgement that this has been received.

B. Financial Statements for period ending November 30, 2017

The Financials for the period ending November 30, 2017 were presented. Discussion ensued about the charges that were being incurred by Hawkins and that Paramount seemed to be a bit less costly. Mr. Gilbert will discuss with District Manager Teague and explore options.

On MOTION by Ms. Kehlmeier seconded by Ms. Dillon with all in favor, the Financials for period ending November 30, 2017 were accepted.

C. Mosquito Control Updates

Chairman Davis presented an update of options. Question was raised as to whether the auto traps have a warranty with additional information being requested.

D. Utility Billing Updates

There being nothing new to report, the next Order of Business followed.

E. Model Plane Club – Use of RV Property

Chairman Davis reported receiving an email from the Model Plane Club regarding the existing property use. The Board agreed to the “Club” continuing to use this property rent free with the stipulations that they continue to maintain the property according to all Federal and County Regulations, provide the CID with Proof of Insurance, that the property is always available to possible investors for viewing, that planes not be flown over the utility plant and that a 30-day notice to vacate the property can be given with or without cause at any time. Attorney Cox will draft an Agreement between the parties to be executed and adopted hopefully at next month’s meeting.

On MOTION by Ms. Dillon seconded by Mr. Kish with all in favor, continued use of the property by the Model Plane Club with the stated stipulations was approved.

F. Follow-up**i. Century Link**

Century Link phone bills were reviewed and it was determined that two (2) lines will be eliminated.

EIGHTH ORDER OF BUSINESS**Field Manager’s Report****A. Field Report for December**

Reviewed by the Board of Supervisors with comments/requests as follows:

- Question was raised about the “No Outlet” signs. It was reported that they are in the shop and will be installed as soon as possible.
- The Newport Drive and 41 signs still needs to be installed.
- On the roadway, next to Newport Drive on the hotel side, there is a 2-1/2 inch PVC pipe that sticks up 2-3 inches above the ground. It is not capped but could easily be tripped on. Mr. Gilbert will check on this.
- Proposal from Universal Underground for repair was presented to the Board for consideration. After discussion, the Board requested additional quotes.

i. Culvert Cleaning Under Driveways

Completed but one was missed and Mr. Pepin will schedule it to be completed.

NINTH ORDER OF BUSINESS

Utility Operations

Mr. Mitch Gilbert was present and updated the Board of Supervisors as follows:

A. Utility Operations Report for December

Mr. Gilbert reported that the water plant is running good, however, pointing out that well #2 is still not running. He stated this really needs to be running because wells #1 and 2 are the two wells that are on the backup generator. If anything happens to the well #1 pump, the only option would be to take a towable generator back and hookup at well #3. Supervisor Dillon commented that while it is the desire of the Board to cut costs, this is critical and the pump on well #2 must be replaced.

On MOTION by Ms. Dillon seconded by Mr. Davis with all in favor, replacement of the pump for well #2 was approved.

B. Replacement of Roto-Mesh

- Mr. Gilbert reported that they are ready to run the MBR at the wastewater plant. He stated it is running but not consistently with intent to begin running it consistently in January. He said that two (2) tanks remain to be cleaned. The Roto-Mesh is back up and running but still does go down quite often.
- Update on the Calcite tank continued to be that we are awaiting delivery.
- Mr. Gilbert reported that the pumps at the fire station and the canal pump station are leaking badly and need to be repaired in the near future.
- With regard to the lift stations, he stated there are no issues but that a pump at the master lift station was lost last month and had to be replaced.
- With regard to the re-use pumps at the wastewater plant, the VFD on the 40-horsepower pump has failed and thus is running on a contactor turning on and off no less than 200 times a night. The Board agreed that the VFD on this pump should be replaced. It was agreed that this too is a critical item and should be replaced.

On MOTION by Mr. Davis seconded by Ms. Kehlmeier with all in favor, replacement of the 40 horsepower VFD was approved.

- Question was raised regarding the auto flush hydrant at the end of Sunset Cays with Mr. Gilbert advising that this has been taken care of.

TENTH ORDER OF BUSINESS

Engineer's Report

A. Capital Replacement Priorities

Engineer Benson was present for today's meeting and gave a detailed summary of his report to the Board of Supervisors as follows:

- Engineer Benson presented his detailed list of project priorities that had been set forth previously via report in 2015 all being based on magnitude, which the Board of Supervisors desired to have completed through future years as funds became available totaling \$1.25 million.
- Engineer Benson stated that when considering these Capital Replacement Priorities currently, that budgeted amount of \$1.25 million in 2015 now totals approximately \$3 million, which is what would need to be reflected now in the budget for these Capital Replacement items.

ELEVENTH ORDER OF BUSINESS

Attorney's Report

A. Redevelopment of POI Reality

- Attorney Dan Cox was present and reported to the Board of Supervisors as follows. Attorney Cox had outlined the process that would need to be followed during last month's meeting when the CID acquired ownership of this property. He stated at this point, he would like to go ahead and anticipate validating the funds for completion of the bonding process as the initial Resolution. He stated the Tax Deed has been recorded, however, advised the Board that Title Insurance companies typically will not issue title insurance based on a tax deed, which is where the Quiet Title comes in. The expense here is that the filing fee for real property action is based on the property value and based on what was paid for this property, the filling fee will be about \$2,000 and that his fee for drafting of the Quiet Title document would not be much either. The Board agreed that this had to be done and Attorney Cox advised that the anticipated cost would be between \$2,000 and \$5,000.
- Attorney Cox advised he will have some resolutions ready for the Boards' consideration at next month's meeting as well.

On MOTION by Ms. Dillon seconded by Ms. Kehlmeier with all in favor, funding to proceed with the Title work was approved.

B. Orchid Cove Irrigation Meters Agreement

Nothing new to report.

TWELFTH ORDER OF BUSINESS Supervisor’s Requests and/or Comments

- Supervisor Kehlmeier asked if PDM staff will be putting up the “No Trespassing” signs. She was advised that the PDM staff will be taking care of this as soon as possible. She also questioned when the taxes on the property were going to be paid and was advised this should take place this month.
- Supervisor Kish asked how long the continuation meeting of January 5 will last. He was advised to allow probably a couple hours. He then asked if the meeting could begin at 9 a.m. instead of 10 a.m. with the Board being in agreement to begin at 9 a.m.

THIRTEENTH ORDER OF BUSINESS Audience Comments

- Ms. Valerie Baier requested clarification of the process for the purchase, etc. of the North Hotel property with report being that doing the whole project would involve acquiring the property where the North Hotel is and tear it down as part of selling everything.
- Ms. Baier also questioned even why the CID was even involved, which was explained to her as well.

FOURTEENTH ORDER OF BUSINESS Continuation

There being no further Orders of Business, the meeting was closed to be continued on January 5, 2018 at 9 a.m.

On MOTION by Ms. Dillon seconded by Mr. Davis with all in favor, the meeting closed to be continued on January 5, 2018 at 9 a.m.

Calvin Teague
Secretary

J. Anthony Davis
Chairman