

**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 17, 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
Roger Ducoffre	Assistant Secretary
Russell Kish	Assistant Secretary

Also present were:

Cal Teague	District Manager
Ron Benson	Engineer
Jeremy Fisher	Florida Utility Solutions (FUS)
Residents	

***The following is a summary of the discussions and actions taken at the August 17, 2018 Port of the Islands Community Improvement District's Board of Supervisors Meeting.***

**FIRST ORDER OF BUSINESS**

**Call to Order and Roll Call**

The District Manager called the meeting to order and called the roll. All Board members were present. Also present for today's meeting were Engineer Ron Benson and Jeremy Fisher of Florida Utility Solutions.

**SECOND ORDER OF BUSINESS**

**Agenda**

The Agenda was presented. The addition of Item 7 B, Discussion of Collier County Storm Water Fee.

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

**THIRD ORDER OF BUSINESS**

**Public 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 July 20, 2018 meeting were presented and were approved with the changes that had been submitted by Supervisor Kehlmeier being made prior to today's meeting.

On MOTION by Vice Chair Dillon seconded by Chair Davis with all in favor, the Regular Meeting Minutes for July 20, 2018 were approved as amended.

**FIFTH ORDER OF BUSINESS**

**Budget Public Hearing**

**A. FY 2019 Budget**

The District Manager discussed the FY 2019 Budget advising that there were two (2) changes made, however, there were no increases. The public hearing was opened.

On MOTION by Chair Davis seconded by Supervisor Kehlmeier with all in favor, the Public Hearing was opened at 9:10 a.m.

There being no further discussion, the public hearing was closed.

On MOTION by Vice Chair Dillon seconded by Supervisor Kehlmeier with all in favor, the Public Hearing was closed at 9:11 a.m.

**B. Resolution 2018-04 for Adopting the Budget**

Resolution 2018-04 adopting the FY 2019 Budget was presented.

On MOTION by Chair Davis seconded by Supervisor Kehlmeier with all in favor, Resolution 2018-04 adopting FY 2019 Budget was approved.

**C. Resolution 2018-05 for Levying and Imposing Assessments**

Resolution 2018-05 Levying and Imposing Assessments was presented.

On MOTION by Chair Davis seconded by Supervisor Kehlmeier with all in favor, Resolution 2018-05 Levying and Imposing Assessments was approved.

**SIXTH ORDER OF BUSINESS** **Old Business**

**A. Review of Landscape Maintenance Performance**

**i. Review of Inspection Report**

Vice Chair Dillon presented Mr. Soto's report due to his inability to attend today's meeting. Comments/requests were as follows:

- Vice Chair Dillon advised that there were no lights on the sign at Union Road and 41 stating that all the other signs have a light. Mr. Soto will be asked to provide a proposal for this to be completed.
- Mr. Gilbert will be asked to check on a leak at Union Road as it has been determined that this is not an irrigation leak.
- Some irrigation valves at Evening Star and Newport need repair, which Mr. Soto will be asked to check on.

**ii. Irrigation Concerns**

Mr. Soto will take a very close look at the trees in the median to ascertain if they are truly dead or if he feels they will come back.

**iii. Irrigation System Analysis**

This will be presented at the next meeting.

**iv. Any proposals to be considered**

Proposal #2542 in the amount of \$175 was received from Soto Lawn Service, Inc. for removal of the dead tree in the median at Newport as well as grinding of its stump.

On MOTION by Supervisor Ducoffre seconded by Chair Davis with all in favor, Proposal #2542 in the amount of \$175 was approved as above.

**B. Drainage System Cleaning and Maintenance Policy**

Engineer Benson is still in the process of completing his analysis, which he will have available for the next meeting.

**C. Dormitory ERC Sales Agreement**

The District Manager updated the Board on the difficulties that continue to be encountered obtaining final approval explaining that the issue appears to be the reuse system. After extensive discussion, and to satisfy any possible concerns, Engineer Benson was authorized to submit reuse water samples to a Professional Fire Protection Engineer for analysis for an amount not to exceed \$500.

**SEVENTH ORDER OF BUSINESS**

**New Business**

**A. Consideration of New Insurance Carrier for FY 2019**

Several Proposals were reviewed for FY 2019 insurance coverage with the District Manager advising that it was time for renewal. Note was made that there was no significant savings amongst the policies, however, based on the difficulty that has been encountered getting any of the Hurricane Irma losses paid, the Proposal received from EGIS was approved.

On MOTION by Vice Chair Dillon seconded by Supervisor Kish, with all in favor, the change to EGIS for FY 2019 insurance coverage was approved.
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**B. Collier County Storm Water Fees**

After discussion, it was decided to seek a waiver. Engineer Benson will research options.

**C. Signs on Cays and Newport**

Vice Chair Dillon reported that she had one more item for new business and asked that Field Manager Pepin look at the POI sign at Cays and 41. She reported that it looks to be in disrepair. Supervisor Kehlmeier added that the Newport sign is looking bad as well.

**EIGHTH ORDER OF BUSINESS**

**Manager's Report**

**A. Storm Loss Reimbursement**

The District Manager reported that he has requested that Attorney Cox send a letter to The League of Cities insurance carrier regarding our Irma claim, which remains outstanding and unpaid. He also reported that we continue to wait for a decision from FEMA regarding this claim as well.

**B. Financial Statements for Period Ending July 31, 2018**

- The financial statements for period ending July 31, 2018 were presented. A revised trend report creating the proper year-to-date totals was presented as well.
- Supervisor Dillon asked about a delinquency on the Aging Report, which the District Manager explained occurred because of a change in HOA Management companies. This has been corrected and is now paid in full. The new management company has opened an account in their name; therefore, this should not occur again.

On MOTION by Supervisor Kehlmeier seconded by Supervisor Kish with all in favor, the Financials for period ending July 31, 2018 were accepted as presented.

**C. Utility Billing Updates**

The District Manager updated the Board regarding some changes that have been made. He further reported that a trial run of the Utility Billing was completed and went off without a hitch.

**D. Proposed FY 2019 Board Meeting Schedule**

The proposed schedule was submitted.

On MOTION by Vice Chair Dillon seconded by Supervisor Ducoffre with all in favor, FY 2019 Meeting Schedule was approved with note to be sure the advertised start time is 9:00 a.m.

**E. ADA Website Compliance**

**i. Motion to Dismiss Lawsuit**

The District Manager reported that this lawsuit was dismissed. He did, however, caution the Board that something still needs to be done to bring the website into compliance as we go forward.

**NINTH ORDER OF BUSINESS**

**Field Manager's Report**

**A. Field Report for August**

The District Manager presented the Field Report for August as follows:

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

Signs are tentatively scheduled to arrive August 27, 2018 with installation anticipated for early September.

**ii. Pipe or Irrigation Line in it at 119 Newport Update**

The pipe has been removed, however, there remains a delay in receiving sod with hopes that it will arrive shortly.

**iii. Cleaning of the Water Control Structures**

The District Manager reported that this has been completed and that all four (4) structures are free of debris and outflow flaps are fully functional. It was suggested that it might be worthwhile to have these maintained every month or two to keep them from becoming overgrown again. It was agreed that a periodic check would be in order and that the District Manager can approve this cleaning as needed.

**iii. Other follow up items**

When the Field Manager is cleaning the water control structures, 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.

**iv. Other Follow-up Items**

- The District Manager reported that a new Newport Drive sign and bracket has been ordered and will be installed the next time that field staff is onsite. He



**FIFTEENTH ORDER OF BUSINESS**

**Adjournment**

There being no further Orders of Business, the meeting was adjourned at 10:56 a.m.

On MOTION by Supervisor Ducoffre seconded by Vice Chair Dillon with all in favor, the meeting was adjourned at 10:56 a.m.

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Calvin Teague  
Secretary

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J. Anthony Davis  
Chair