

**PORT OF THE ISLANDS
COMMUNITY IMPROVEMENT DISTRICT**



**MARCH 15, 2019
BOARD OF SUPERVISORS MEETING
AGENDA PACKET**



PORT OF THE ISLANDS COMMUNITY IMPROVEMENT DISTRICT

PREMIER DISTRICT MANAGEMENT, LLC
3820 Colonial Blvd., Suite 101 ▪ Fort Myers ▪ FL 33966
Telephone: (239) 690-7100 ▪ Email: info@cddmanagement.com

Board of Supervisors
Port of the Islands CID

March 8th, 2019

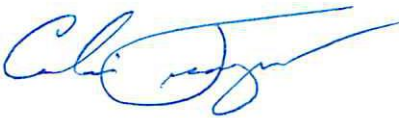
Dear Supervisors,

The regular meeting of the Port of the Islands CID Board of Supervisors will be held on March 15th, 2019 at 9 A.M. at the Orchid Cove Clubhouse on 25005 Peacock Lane in Naples, Florida 34114. The Public Agenda is included in Section two and a few points of interest are as follows:

- As per usual, enclosed are the Regular Meeting Minutes from February 15th, the Field Manager's report for March, the Utility Operations Report for March and the Financials for February.
- There will be an update on the fire hydrant painting, assessment issues and the well #1 flow meter replacement.
- A copy of the agreement between CMAC and POI CID is included along with a letter notifying CMAC that the lease is terminated, effective immediately for violating the agreement.
- Included is a copy of the Fiscal Year 2020 Budget Schedule. The Draft Budget will be distributed at the meeting.

Any supporting documents not enclosed will be distributed at the meeting. The **next meeting is scheduled for April 19, 2019**, if there are any questions or requests prior to the meeting, feel free to contact me.

Respectfully,



Calvin Teague
District Manager

Port of the Islands CID Meeting Agenda

March 15, 2019 at 9:00 AM

- | | |
|---|-------------|
| 1. Call to Order and Roll Call | |
| 2. Approval of the Agenda | Page 3 |
| 3. Audience Comments on Agenda Items | |
| 4. Approval of Meeting Minutes | |
| A. Regular Meeting Minutes from February 15, 2019 | Pages 4-9 |
| 5. Communications | |
| 6. Old Business | |
| A. Review of Landscape Maintenance Performance | |
| i. Review of Inspection Report | |
| ii. Irrigation Concerns | |
| iii. Any Proposals to be considered | |
| B. Drainage System Cleaning and Maintenance Plan | |
| C. R.O.W. Easement discussion/update | |
| D. Fire Hydrant Painting Update | |
| E. Assessment Issues | |
| F. Well #1 Flow Meter Replacement Update | |
| 7. New Business | |
| 8. Manager's Report | |
| A. Storm loss reimbursement | |
| B. Financial Statements for period ending February 28, 2019 | Pages 10-26 |
| C. Utility billing updates | |
| D. Website ADA Compliance update | |
| E. CMAC Agreement Termination | Pages 27-31 |
| F. Fiscal Year 2020 Budget Schedule | Page 32 |
| G. Fiscal Year 2020 Draft Budget | |
| 9. Field Manager | |
| A. Field Report for March | Pages 33-42 |
| i. Other follow up items | |
| 10. Utility Operations | |
| A. Utility Operations Report for March | Pages 43-45 |
| 11. Engineer's Report | |
| 12. Attorney's Report | |
| A. Parcel 13 water frontage | |
| 13. Supervisor's Requests and/or Comments | |
| 14. Audience Comments | |
| 15. Adjournment | |

Next Meeting: April 19, 2019 at 9 AM

**DRAFT
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 February 15, 2019 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
Russell Kish	Vice Chair
Norine Dillon	Assistant Secretary
Teri O'Connell	Assistant Secretary
Kathryn Kehlmeier	Assistant Secretary

Also present were:

Cal Teague	District Manager
Dan Cox	Attorney
Ron Benson	Engineer
Mitch Gilbert	Florida Utility Solutions (FUS)
Residents	

The following is a summary of the discussions and actions taken at the February 15, 2019 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 the District Manager called the roll. All Board members were present. Mitch Gilbert from Florida Utility Solutions, Robert Soto from Soto's Lawn, Attorney Dan Cox and Engineer Ron Benson were also present for today's meeting.

SECOND ORDER OF BUSINESS

Approval of the Agenda

The Agenda was presented with the only change being to move Agenda Item #12 to Item #5.

On MOTION by Chair Davis seconded by Supervisor Kehlmeier 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 the January 18, 2019 meeting were presented with changes noted to lines 65, 151 and 153.

On MOTION by Supervisor Dillon seconded by Chair Davis with all in favor, the Regular Meeting Minutes for January 18, 2019 were approved as amended.

FIFTH ORDER OF BUSINESS

Communications

A. Appeal for Paragliding

A request for reconsideration on a trial basis was received with the Board voicing no support for reconsideration of their prior decision. Supervisor Dillon stated that while originally she had no problem with this, she considered the fact that it would not be possible to limit access to residents only a problem.

SIXTH ORDER OF BUSINESS

Old Business

A. Review of Landscape Maintenance Performance

i. Review of Inspection Report

Mr. Soto gave his verbal report. Several of the Board members reported not receiving the report prior to today's meeting. Mr. Soto reported that his Internet was down. Therefore, review of the inspection report was as follows:

- The mulch will be put down next week.
- Question was raised as to whether Well Road is included in the original contract bid price, which will be researched.

ii. Irrigation Concerns

Mr. Soto reported that the work on the already approved estimates will continue next week.

76 **iii. Any proposals to be considered**

77 a. Proposal #2783 was presented from Soto Lawn

78
79 On MOTION by Chair Davis seconded by Supervisor Kehlmeier
80 with all in favor, Proposal #2783 from Soto Lawn in the amount
81 of \$2,300 was approved with the stipulation that the work not be
82 done until after April 15, 2019.

83
84 b. Proposal #2846 from Soto Lawn was also presented

85
86 On MOTION by Supervisor Dillon seconded by Chair Davis with
87 all in favor, Proposal #2846 from Soto Lawn in the amount of
88 \$2,286.75 was also approved.

89
90 **B. Drainage System Cleaning and Maintenance**

91 Mr. Soto and the Field Manager met and walked the areas of concern, which included
92 not having had the elevations identified by the Engineer, a concern shared by the Field
93 Manager as well. Mr. Soto gave an estimate of approximately \$850. Therefore, staff will
94 put together a drainage plan with corresponding costs for presentation at the next
95 meeting. The Engineer will also provide an estimate for the cost of placing survey
96 stakes to determine the proper elevations.

97
98 **C. Dormitory ERC Sales Agreement**

99 It was reported that the developer is still not proceeding with this project. The District
100 Manager reported, however, that he was assured by the developer that they would
101 clean this up. He further reported filing a code complaint to ensure that it does in fact
102 get done.

103
104 **D. R.O.W. Easement Discussion/Update**

105 Engineer Benson again reported having all the needed information. Staff will attempt to
106 get the engineering costs for the time he has invested paid for.

107
108 **E. Fire Hydrant Painting Update**

109 Chair Davis reported that the fire department will be beginning this project anytime now.

SEVENTH ORDER OF BUSINESS**New Business****A. Assessment/ERC Issues**

The Board reviewed the handout, which was passed out by the District Manager, identifying several inconsistencies in the assessment roll as well as confusion on the new assessments for the boat docks. After extensive discussion, the Board agreed as follows:

- General Fund Assessments for single family, condo, and hotel room living units will all be 1 full ERC for operations and maintenance except for the boat docks, which will be the same as the Water/Sewer ERC rate. This rate is that which was approved last year.
- The boat docks with water service only, will remain as is at 0.08 for both General Fund and Water/Sewer if less than 40' in length.
- Boat docks less than 40' in length receiving both water and sewer will be assessed at 0.2 for both general fund and water/sewer assessments.
- Boat docks greater than 40' will be assessed at 0.4 for both general fund and water/sewer assessments.
- A Public Hearing for Rule Making was set for April 19, 2019.

On MOTION by Supervisor Dillon seconded by Supervisor Kish with all in favor, setting of a Public Hearing for Rule Making was approved for April 19, 2019.

A. Well #1 Flow Meter Replacement

Mr. Gilbert reported that this is in but has not been installed yet.

EIGHTH ORDER OF BUSINESS**Manager's Report****A. Storm Loss Reimbursement**

The District Manager reported that this is still pending. The possibility of an outside collection firm taking this also remains a possibility. They are in the process of determining whether or not the claim is large enough for them to pursue.

B. Financial Statements for period ending January 31, 2019

The financials for period ending January 31, 2019 were presented.

On MOTION by Supervisor O'Connell seconded by Chair Davis with all in favor, the financials for period ending January 31, 2019 were accepted.

C. Utility Billing Updates

The District Manager reported that there are no issues, and all is going well. He further reported that hand held readers are not needed at this point.

D. Website ADA Compliance Update

The District Manager reported entering into a contract which will create new, compliant websites. He further reported that this should take approximately two to three months but upon completion, the websites will be totally compliant following which they will be continually monitored.

NINTH ORDER OF BUSINESS**Field Manager's Report****A. Field Report for February**

The Field Report for February was presented with questions/comments as follows:

- Supervisor Dillon asked what will be done about the potholes. The District Manager reported that the field management staff will be taking care of fixing these on the day per month that they come to the Port for maintenance items.
- She further asked about the stop bars and the Board approved field staff taking care of these stop bars as well.
- Trip hazards were identified, which field management staff will take care of grinding down.
- Mr. Soto will replace the Agave plant when it is totally dead.
- Suggestion was made that Mr. Gilbert of FUS work on cleaning up the worst catch basins and culverts for an amount not to exceed \$2,000. This should be a full day cleaning with his vacator.

On MOTION by Chair Davis seconded by Supervisor Kish with all in favor, cleaning of the catch basins and culverts by FUS was approved for an amount not to exceed \$2,000.

i. Other follow-up items

There being none, the next Order of Business followed.

TENTH ORDER OF BUSINESS**Utility Operations****A. Utility Operations Report for February**

185 Mr. Gilbert reported that all is going well and that he was looking forward to all attending
186 the Open House, which was to follow today's meeting.

187

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

189 There being none, the next Order of Business followed.

190

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

192 **A. Parcel 13 Water Frontage**

193 Attorney Cox reported that the County requires deeding the canal from the
194 middle of the bank, so discussions are still underway. Based on this, he further
195 reported that he may have to change the intent somehow!

196

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

199 There being none, the next Order of Business followed.

200

201 **FOURTEENTH ORDER OF BUSINESS** **Audience Comments**

- 202 • Jeanie Kungel suggested buying the Fire Department some groceries for
203 painting the hydrants.
- 204 • Ms. Kungel also advised that there is a fire station dedication being held
205 on March 8, 2019 at 10:00 a.m.
- 206 • Question was raised about placement of surveillance cameras on right of
207 ways with the District Manager advising that permission would have to be
208 obtained from the Board before any cameras could be placed.
- 209 • Linda Fernandez commented on the drainage concerns.

210

211 **FIFTEENTH ORDER OF BUSINESS** **Adjournment**

212 There being no further Orders of Business, the meeting was adjourned at 11:25 a.m.

213

214

215

216

217

On MOTION by Supervisor Dillon seconded by
Supervisor Kehlmeier with all in favor, the meeting
was adjourned at 11:25 a.m.

218 ***The next Meeting will occur on March 15, 2019 at 9:00 a.m.***

219

220

221

Secretary/Assistant Secretary

Chair/Vice Chair

**PORT OF THE ISLANDS
COMMUNITY IMPROVEMENT DISTRICT**

Financial Report

February 28, 2019
unaudited

Prepared by:
Premier District Management

Balance Sheet by Fund
Port of the Islands Community Improvement District
February 28, 2019

	<u>GENERAL FUND</u>	<u>WATER AND SEWER FUND</u>	<u>TOTAL</u>
<u>ASSETS</u>			
Current Assets			
Cash	250,676.88	49,475.01	300,151.89
Assessments Receivable	369,196.31	0.00	369,196.31
Allowance-Doubtful Collections	(369,196.31)	0.00	(369,196.31)
Accounts Receivable	0.00	53,556.26	53,556.26
Assessments Receivable	0.00	1,118,169.89	1,118,169.89
Allowance-Doubtful Collections	0.00	(1,118,169.89)	(1,118,169.89)
Due To/From 001/202	(359,357.31)	0.00	(359,357.31)
Due To/From 001/202	0.00	359,357.31	359,357.31
Investment-Valley National MMA	1,004,170.92	0.00	1,004,170.92
Prepaid Items	8,041.85	0.00	8,041.85
Deferred Amount of Refunding	0.00	36,369.65	36,369.65
Total Current Assets	903,532.34	498,758.23	1,402,290.57
Noncurrent Assets			
Land	0.00	599,674.85	599,674.85
Infrastructure	0.00	15,448,440.33	15,448,440.33
Accum Depr - Infrastructure	0.00	(6,431,901.99)	(6,431,901.99)
Equipment and Furniture	0.00	287,662.07	287,662.07
Accum Depr - Equip/Furniture	0.00	(125,834.39)	(125,834.39)
Total Noncurrent Assets	0.00	9,778,040.87	9,778,040.87
TOTAL ASSETS	903,532.34	10,276,799.10	11,180,331.44
<u>LIABILITIES</u>			
Current Liabilities			
Accounts Payable	2,013.56	0.00	2,013.56
Accounts Payable	0.00	7,794.08	7,794.08
Revenue Bonds Payable-Current	0.00	478,500.00	478,500.00
Accrued Interest Payable	0.00	18,232.82	18,232.82
Other Current Liabilities	0.00	9,028.41	9,028.41
Deposits	0.00	29,002.81	29,002.81
Total Current Liabilities	2,013.56	542,558.12	544,571.68
Long-Term Liabilities			
Revenue Bonds Payable-LY	0.00	957,000.00	957,000.00
Total Long-Term Liabilities	0.00	957,000.00	957,000.00
TOTAL LIABILITIES	2,013.58	1,499,558.12	1,501,571.68
<u>FUND BALANCES/NET ASSETS</u>			
Fund Balances			
Nonspendable			
Prepaid Items	8,041.85	0.00	8,041.85
Assigned			
Operating Reserves	103,762.00	0.00	103,762.00
Unassigned			
Unassigned	789,714.93	0.00	789,714.93
Net Assets			
Invested in capital assets, net of related debt	0.00	8,333,512.46	8,333,512.46
Unrestricted/Unreserved	0.00	443,728.52	443,728.52
TOTAL FUND BALANCES/NET ASSETS	901,518.78	8,777,240.98	9,678,759.76
TOTAL LIABILITIES & FUND BALANCES/NET ASSETS	\$ 903,532.34	\$ 10,276,799.10	\$ 11,180,331.44

Statement of Revenues, Expenditures and Changes in Fund Balances
Port of the Islands Community Improvement District
For the Period Ending February 28, 2019

General Fund

	<u>ANNUAL BUDGET</u>	<u>YTD BUDGET</u>	<u>YTD ACTUAL</u>	<u>Variance</u>	<u>% ANNUAL BUDGET</u>	<u>FEB 28, 2019 ACTUAL</u>
<u>Revenues</u>						
Interest - Investments	3,500	1,458	5,524	4,066	(158)	1,852
Special Assmnts- Tax Collector	324,776	135,323	293,071	157,748	(90)	8,994
Interest - Tax Collector	0	0	112	112	0	0
Special Assmnts- District Collected	34,841	14,434	0	(14,434)	0	0
Special Assmnts- Uncollectable	(34,841)	(14,434)	0	14,434	0	0
Special Assmnts- Discounts	(17,223)	(7,176)	(7,921)	(745)	(46)	(167)
Other Miscellaneous Revenues	0	0	12,219	12,219	0	0
Total Revenues	311,053	129,605	303,005	173,400	(97)	10,679
<u>Expenses</u>						
<u>Administrative</u>						
P/R-Board Of Supervisors	7,000	2,917	2,400	517	34	500
Employment Taxes	536	223	144	79	27	41
P/R - Processing Fees	600	250	158	93	26	0
Profserv-Engineering	12,500	5,208	4,679	529	37	1,175
Profserv-Legal Services	12,500	5,208	3,304	1,905	26	0
Profserv-Mgmt Consulting Serv	43,394	18,081	18,081	0	42	3,616
Profserv-Property Appraiser	4,851	2,021	700	1,321	14	0
Auditing Services	3,500	1,458	0	1,458	0	0
Postage And Freight	350	146	0	146	0	0
Rental - Meeting Room	350	146	75	71	21	75
Insurance-General Liability	8,000	3,333	3,194	139	40	574
Printing And Binding	600	250	0	250	0	0
Legal Advertising	1,000	417	0	417	0	0
Miscellaneous Services	500	208	185	24	37	0
Misc-Assessmnt Collection Cost	6,468	2,695	5,703	(3,008)	88	177
Office Supplies	200	83	0	83	0	0
Annual District Filing Fee	175	73	175	(102)	100	0
Total Administrative	102,524	42,717	38,798	3,922	38	6,158
<u>Field</u>						
Contracts-Field Services	25,000	10,417	11,373	(956)	45	2,275
Electricity-Streetlighting	19,000	7,917	7,724	193	41	762
R&M-Renewal and Replacement	5,000	2,083	2,850	(767)	57	0
R&M-Storm Water Drainage	3,000	1,250	218	1,032	7	218
Total Field	52,000	21,667	22,165	(498)	43	3,255
<u>Landscape/Irrigation</u>						
Contracts-Landscape	82,830	34,513	34,962	(450)	42	7,127
Utility-Irrigation	15,000	6,250	5,160	1,090	34	1,815
R&M-Irrigation	10,000	4,167	2,668	1,499	27	700
Total Landscape/Irrigation	107,830	44,930	42,790	2,139	40	9,642
<u>Roadway Management</u>						
R&M-Signage	1,000	417	138	279	14	138
R&M-Roads & Alleyways	5,000	2,083	4,000	(1,917)	80	0

Statement of Revenues, Expenditures and Changes in Fund Balances
Port of the Islands Community Improvement District
For the Period Ending February 28, 2019

General Fund

	<u>ANNUAL BUDGET</u>	<u>YTD BUDGET</u>	<u>YTD ACTUAL</u>	<u>Variance</u>	<u>% ANNUAL BUDGET</u>	<u>FEB 28, 2019 ACTUAL</u>
Total Roadway Management	6,000	2,500	4,138	(1,638)	69	138
<u>Mosquito Control</u>						
Contracts-Mosquito Treatment	19,500	8,125	4,935	3,190	25	987
Chemicals-Mosquito Spray	10,000	4,167	0	4,167	0	0
R&M-Mosquito Control	5,000	2,083	0	2,083	0	0
Total Mosquito Control	34,500	14,375	4,935	9,440	14	987
<u>Other Sources/Uses</u>						
Total Expenses	302,854	126,189	112,826	13,365	37	20,180
Excess Revenue Over (Under) Expenditures	8,199	3,416	190,179	160,035	(2,320)	(9,501)

Statement of Revenues, Expenditures and Changes in Fund Balances
Port of the Islands Community Improvement District
For the Year Ending September 30, 2019

Trend Report - General Fund

	<u>OCT</u> <u>Actual</u>	<u>NOV</u> <u>Actual</u>	<u>DEC</u> <u>Actual</u>	<u>JAN</u> <u>Actual</u>	<u>FEB</u> <u>Actual</u>	<u>MAR</u> <u>Budget</u> <u>Allocation</u>	<u>APR</u> <u>Budget</u> <u>Allocation</u>	<u>MAY</u> <u>Budget</u> <u>Allocation</u>	<u>JUN</u> <u>Budget</u> <u>Allocation</u>	<u>JUL</u> <u>Budget</u> <u>Allocation</u>	<u>AUG</u> <u>Budget</u> <u>Allocation</u>	<u>SEP</u> <u>Budget</u> <u>Allocation</u>	<u>ANNUAL</u> <u>BUDGET</u>	<u>YTD</u> <u>ACTUAL</u>
Revenues														
Interest - Investments	300	249	1,087	2,036	1,852	292	292	292	292	292	292	292	3,500	5,524
Special Assmnts- Tax Collector	0	111,448	153,700	18,929	8,994	27,065	27,065	27,065	27,065	27,065	27,065	27,065	324,776	293,071
Interest - Tax Collector	0	0	0	112	0	0	0	0	0	0	0	0	0	112
Special Assmnts- District Collected	0	0	0	0	0	2,887	2,887	2,887	2,887	2,887	2,887	2,887	34,641	0
Special Assmnts- Uncollectable	0	0	0	0	0	(2,887)	(2,887)	(2,887)	(2,887)	(2,887)	(2,887)	(2,887)	(34,641)	0
Special Assmnts- Discounts	0	(1,136)	(6,091)	(527)	(167)	(1,435)	(1,435)	(1,435)	(1,435)	(1,435)	(1,435)	(1,435)	(17,223)	(7,921)
Other Miscellaneous Revenues	12,219	0	0	0	0	0	0	0	0	0	0	0	0	12,219
Total Revenues	12,519	110,561	148,696	20,550	10,679	25,922	25,922	25,922	25,922	25,922	25,922	25,922	311,053	303,005
Expenses														
Administrative														
P/R-Board Of Supervisors	400	500	500	500	500	583	583	583	583	583	583	583	7,000	2,400
Employment Taxes	33	41	(13)	41	41	45	45	45	45	45	45	45	536	144
P/R - Processing Fees	50	25	58	25	0	50	50	50	50	50	50	50	600	158
Profserv-Engineering	1,493	0	629	1,382	1,175	1,042	1,042	1,042	1,042	1,042	1,042	1,042	12,500	4,679
Profserv-Legal Services	0	514	1,984	806	0	1,042	1,042	1,042	1,042	1,042	1,042	1,042	12,500	3,304
Profserv-Mgmt Consulting Serv	3,616	3,616	3,616	3,616	3,616	3,616	3,616	3,616	3,616	3,616	3,616	3,616	43,394	18,081
Profserv-Property Appraiser	700	0	0	0	0	404	404	404	404	404	404	404	4,851	700
Auditing Services	0	0	0	0	0	292	292	292	292	292	292	292	3,500	0
Postage And Freight	0	0	0	0	0	29	29	29	29	29	29	29	350	0
Rental - Meeting Room	0	0	0	0	75	29	29	29	29	29	29	29	350	75
Insurance-General Liability	574	574	896	574	574	667	667	667	667	667	667	667	8,000	3,194
Printing And Binding	0	0	0	0	0	50	50	50	50	50	50	50	600	0
Legal Advertising	0	0	0	0	0	83	83	83	83	83	83	83	1,000	0
Miscellaneous Services	185	0	0	0	0	42	42	42	42	42	42	42	500	185
Misc-Assessmnt Collection Cost	0	2,206	2,952	368	177	539	539	539	539	539	539	539	6,468	5,703
Office Supplies	0	0	0	0	0	17	17	17	17	17	17	17	200	0
Annual District Filing Fee	175	0	0	0	0	15	15	15	15	15	15	15	175	175
Total Administrative	7,226	7,476	10,622	7,312	6,158	8,645	8,545	8,545	8,545	8,545	8,545	8,545	102,524	38,798
Field														
Contracts-Field Services	3,262	3,262	3,262	(687)	2,275	2,083	2,083	2,083	2,083	2,083	2,083	2,083	25,000	11,373
Electricity-Streetlighting	2,003	2,008	918	2,032	762	1,583	1,583	1,583	1,583	1,583	1,583	1,583	19,000	7,724
R&M-Renewal and Replacement	2,850	0	0	0	0	417	417	417	417	417	417	417	5,000	2,850
R&M-Storm Water Drainage	0	0	0	0	218	250	250	250	250	250	250	250	3,000	218
Total Field	8,115	5,270	4,180	1,345	3,255	4,333	4,333	4,333	4,333	4,333	4,333	4,333	52,000	22,165
Landscape/Irrigation														
Contracts-Landscape	0	13,805	6,902	7,127	7,127	6,903	6,903	6,903	6,903	6,903	6,903	6,903	82,830	34,962
Utility-Irrigation	0	1,272	2,073	0	1,815	1,250	1,250	1,250	1,250	1,250	1,250	1,250	15,000	5,160
R&M-Irrigation	310	911	318	429	700	833	833	833	833	833	833	833	10,000	2,668

Statement of Revenues, Expenditures and Changes in Fund Balances
Port of the Islands Community Improvement District
For the Year Ending September 30, 2019

Trend Report - General Fund

	<u>OCT</u> <u>Actual</u>	<u>NOV</u> <u>Actual</u>	<u>DEC</u> <u>Actual</u>	<u>JAN</u> <u>Actual</u>	<u>FEB</u> <u>Actual</u>	<u>MAR</u> <u>Budget</u> <u>Allocation</u>	<u>APR</u> <u>Budget</u> <u>Allocation</u>	<u>MAY</u> <u>Budget</u> <u>Allocation</u>	<u>JUN</u> <u>Budget</u> <u>Allocation</u>	<u>JUL</u> <u>Budget</u> <u>Allocation</u>	<u>AUG</u> <u>Budget</u> <u>Allocation</u>	<u>SEP</u> <u>Budget</u> <u>Allocation</u>	<u>ANNUAL</u> <u>BUDGET</u>	<u>YTD</u> <u>ACTUAL</u>
Total Landscape/Irrigation	310	15,988	9,293	7,556	9,642	8,986	8,986	8,986	8,986	8,986	8,986	8,986	107,830	42,790
Roadway Management														
R&M-Signage	0	0	0	0	138	83	83	83	83	83	83	83	1,000	138
R&M-Roads & Alleyways	1,700	0	2,300	0	0	417	417	417	417	417	417	417	5,000	4,000
Total Roadway Management	1,700	0	2,300	0	138	500	500	500	500	500	500	500	6,000	4,138
Mosquito Control														
Contracts-Mosquito Treatment	0	0	0	3,948	987	1,625	1,625	1,625	1,625	1,625	1,625	1,625	19,500	4,935
Chemicals-Mosquito Spray	0	0	0	0	0	833	833	833	833	833	833	833	10,000	0
R&M-Mosquito Control	0	0	0	0	0	417	417	417	417	417	417	417	5,000	0
Total Mosquito Control	0	0	0	3,948	987	2,875	2,875	2,875	2,875	2,875	2,875	2,875	34,500	4,935
Other Sources/Uses														
Total Expenses	17,351	28,734	26,395	20,161	20,180	25,239	25,239	25,239	25,239	25,239	25,239	25,239	302,854	112,826
Excess Revenue Over (Under) Expenditures	(4,832)	81,827	122,301	389	(9,501)	683	683	683	683	683	683	683	8,199	190,179

Statement of Revenues, Expenditures and Changes in Fund Balances
Port of the Islands Community Improvement District
For the Period Ending February 28, 2019

Water And Sewer Fund

	<u>ANNUAL BUDGET</u>	<u>YTD BUDGET</u>	<u>YTD ACTUAL</u>	<u>Variance</u>	<u>% ANNUAL BUDGET</u>	<u>FEB 28, 2019 ACTUAL</u>
<u>Revenues</u>						
Interest - Investments	500	208	379	170	(76)	79
Water Revenue	83,078	34,816	32,664	(1,952)	(39)	13,980
Sewer Revenue	115,420	48,082	48,953	862	(42)	20,636
Irrigation Fees	103,477	43,115	57,112	13,997	(55)	21,190
Meter Fees	2,500	1,042	0	(1,042)	0	0
Special Assmnts- Tax Collector	1,240,329	516,804	1,119,319	602,515	(90)	34,351
Interest - Tax Collector	0	0	429	429	0	0
Special Assmnts- District Collected	181,335	75,556	0	(75,556)	0	0
Special Assmnts- Uncollectable	(181,335)	(75,556)	0	75,556	0	0
Special Assmnts- Discounts	(49,286)	(20,536)	(30,253)	(9,717)	(61)	(638)
Other Miscellaneous Revenues	0	0	3,105	3,105	0	130
Total Revenues	1,496,018	623,341	1,231,708	608,367	(82)	89,728
<u>Expenses</u>						
<u>Personnel and Administration</u>						
P/R-Board Of Supervisors	7,000	2,917	2,400	517	34	500
Employment Taxes	536	223	144	79	27	41
P/R - Processing Fees	30	13	157	(145)	525	0
ProfServ-Engineering	12,500	5,208	9,575	(4,367)	77	673
ProfServ-Legal Services	12,500	5,208	1,320	3,888	11	0
ProfServ-Mgmt Consulting Serv	43,394	18,081	18,081	0	42	3,616
ProfServ-Property Appraiser	18,482	7,701	700	7,001	4	0
Auditing Services	3,500	1,458	0	1,458	0	0
Postage And Freight	700	292	0	292	0	0
Rental - Meeting Room	350	146	75	71	21	75
Insurance - General Liability	7,800	3,250	3,836	(586)	49	574
Printing And Binding	100	42	0	42	0	0
Legal Advertising	1,000	417	0	417	0	0
Miscellaneous Services	2,250	938	0	938	0	0
Utility Billing Supplies	2,000	833	1,181	(348)	59	0
Misc-Assessmnt Collection Cost	22,130	9,221	21,781	(12,560)	98	674
Office Supplies	200	83	0	83	0	0
Communication - Telephone - Field	4,400	1,833	1,753	80	40	278
Total Personnel and Administration	138,872	57,864	61,003	(3,140)	44	6,431
<u>Water-Sewer Comb Services</u>						
Utility - General	78,000	32,500	30,180	2,320	39	6,600
Utility - New connections	3,500	1,458	0	1,458	0	0
Contracts-Mgmt Services	322,770	134,488	117,314	17,174	36	29,329
Contracts-Utility Billing	20,800	8,583	8,583	0	42	1,717
Contracts-Generator Maint	500	208	0	208	0	0
R&M-Lift Station	7,000	2,917	450	2,467	6	450
R&M-Potable Water Lines	19,000	7,917	0	7,917	0	0
R&M-Water Plant	31,000	12,917	20,176	(7,259)	65	13,666
R&M-Waste Water Plant	16,000	6,667	6,203	464	39	300
R&M-Sewer Lines	5,200	2,167	0	2,167	0	0
R&M-Backflow Inspection	13,680	5,700	0	5,700	0	0

Statement of Revenues, Expenditures and Changes in Fund Balances
Port of the Islands Community Improvement District
For the Period Ending February 28, 2019

Water And Sewer Fund

	<u>ANNUAL BUDGET</u>	<u>YTD BUDGET</u>	<u>YTD ACTUAL</u>	<u>Variance</u>	<u>% ANNUAL BUDGET</u>	<u>FEB 28, 2019 ACTUAL</u>
R&M-Instrumentation	5,000	2,083	0	2,083	0	0
Misc-Licenses & Permits	3,000	1,250	3,000	(1,750)	100	0
Compliance Sampling	22,150	9,229	5,567	3,663	25	1,392
Chemicals-Water Operations	25,000	10,417	7,504	2,913	30	1,158
Chemicals-Wastewater Operations	15,000	6,250	4,155	2,095	28	1,527
Sludge Disposal	20,000	8,333	896	7,438	4	0
Capital Outlay-WWTP	0	0	49,285	(49,285)	0	0
Total Water-Sewer Combination Services	607,400	253,084	253,313	(227)	42	56,139
<u>Debt Service</u>						
Principal Debt Retirement	457,157	190,482	0	190,482	0	0
Interest Expense	58,377	24,324	22,376	1,947	38	0
Total Debt Service	515,534	214,806	22,376	192,429	4	0
<u>Other Sources/Uses</u>						
Total Expenses	1,261,806	525,754	336,692	189,062	27	62,570
Excess Revenue Over (Under) Expenditures	234,212	97,587	895,016	419,305	(382)	27,158

Statement of Revenues, Expenditures and Changes in Fund Balances
Port of the Islands Community Improvement District
For the Year Ending September 30, 2019

Trend Report - Water And Sewer Fund

	<u>OCT</u> <u>Actual</u>	<u>NOV</u> <u>Actual</u>	<u>DEC</u> <u>Actual</u>	<u>JAN</u> <u>Actual</u>	<u>FEB</u> <u>Actual</u>	<u>MAR</u> <u>Budget</u> <u>Allocation</u>	<u>APR</u> <u>Budget</u> <u>Allocation</u>	<u>MAY</u> <u>Budget</u> <u>Allocation</u>	<u>JUN</u> <u>Budget</u> <u>Allocation</u>	<u>JUL</u> <u>Budget</u> <u>Allocation</u>	<u>AUG</u> <u>Budget</u> <u>Allocation</u>	<u>SEP</u> <u>Budget</u> <u>Allocation</u>	<u>ANNUAL</u> <u>BUDGET</u>	<u>YTD</u> <u>ACTUAL</u>
Revenues														
Interest - Investments	5	45	161	89	79	42	42	42	42	42	42	42	500	379
Water Revenue	8,693	122	9,836	34	13,980	6,923	6,923	6,923	6,923	6,923	6,923	6,923	83,078	32,664
Sewer Revenue	13,222	187	14,856	52	20,636	9,618	9,618	9,618	9,618	9,618	9,618	9,618	115,420	48,953
Irrigation Fees	16,293	0	20,430	(801)	21,190	8,623	8,623	8,623	8,623	8,623	8,623	8,623	103,477	57,112
Meter Fees	0	0	0	0	0	208	208	208	208	208	208	208	2,500	0
Special Assmnts- Tax Collector	0	425,650	587,022	72,296	34,351	103,361	103,361	103,361	103,361	103,361	103,361	103,361	1,240,329	1,119,319
Interest - Tax Collector	0	0	0	429	0	0	0	0	0	0	0	0	0	429
Special Assmnts- District Collected	0	0	0	0	0	15,111	15,111	15,111	15,111	15,111	15,111	15,111	181,335	0
Special Assmnts- Uncollectable	0	0	0	0	0	(15,111)	(15,111)	(15,111)	(15,111)	(15,111)	(15,111)	(15,111)	(181,335)	0
Special Assmnts- Discounts	0	(4,339)	(23,263)	(2,013)	(638)	(4,107)	(4,107)	(4,107)	(4,107)	(4,107)	(4,107)	(4,107)	(49,286)	(30,253)
Other Miscellaneous Revenues	870	100	1,100	905	130	0	0	0	0	0	0	0	0	3,105
Total Revenues	39,083	421,765	610,142	70,991	89,728	124,668	124,668	124,668	124,668	124,668	124,668	124,668	1,496,018	1,231,708
Expenses														
Personnel and Administration														
P/R-Board Of Supervisors	400	500	500	500	500	583	583	583	583	583	583	583	7,000	2,400
Employment Taxes	33	41	(13)	41	41	45	45	45	45	45	45	45	536	144
P/R - Processing Fees	50	25	57	25	0	3	3	3	3	3	3	3	30	157
ProfServ-Engineering	344	3,885	3,143	1,531	673	1,042	1,042	1,042	1,042	1,042	1,042	1,042	12,500	9,575
ProfServ-Legal Services	0	514	0	806	0	1,042	1,042	1,042	1,042	1,042	1,042	1,042	12,500	1,320
ProfServ-Mgmt Consulting Serv	3,616	3,616	3,616	3,616	3,616	3,616	3,616	3,616	3,616	3,616	3,616	3,616	43,394	18,081
ProfServ-Property Appraiser	700	0	0	0	0	1,540	1,540	1,540	1,540	1,540	1,540	1,540	18,482	700
Auditing Services	0	0	0	0	0	292	292	292	292	292	292	292	3,500	0
Postage And Freight	0	0	0	0	0	58	58	58	58	58	58	58	700	0
Rental - Meeting Room	0	0	0	0	75	29	29	29	29	29	29	29	350	75
Insurance - General Liability	574	574	1,538	574	574	650	650	650	650	650	650	650	7,800	3,836
Printing And Binding	0	0	0	0	0	8	8	8	8	8	8	8	100	0
Legal Advertising	0	0	0	0	0	83	83	83	83	83	83	83	1,000	0
Miscellaneous Services	0	0	0	0	0	188	188	188	188	188	188	188	2,250	0
Utility Billing Supplies	574	0	301	306	0	167	167	167	167	167	167	167	2,000	1,181
Misc-Assessmnt Collection Cost	0	8,426	11,275	1,406	674	1,844	1,844	1,844	1,844	1,844	1,844	1,844	22,130	21,781
Office Supplies	0	0	0	0	0	17	17	17	17	17	17	17	200	0
Communication - Telephone - Field	647	273	278	278	278	367	367	367	367	367	367	367	4,400	1,753
Total Personnel and Administration	6,938	17,854	20,695	9,083	6,431	11,574	11,574	11,574	11,574	11,574	11,574	11,574	138,872	61,003
Water-Sewer Comb Services														
Utility - General	5,146	5,297	6,038	7,098	6,600	6,500	6,500	6,500	6,500	6,500	6,500	6,500	78,000	30,180
Utility - New connections	0	0	0	0	0	292	292	292	292	292	292	292	3,500	0
Contracts-Mgmt Services	0	29,329	29,329	29,329	29,329	26,898	26,898	26,898	26,898	26,898	26,898	26,898	322,770	117,314
Contracts-Utility Billing	1,717	1,717	1,717	1,717	1,717	1,717	1,717	1,717	1,717	1,717	1,717	1,717	20,600	8,583

Statement of Revenues, Expenditures and Changes in Fund Balances
Port of the Islands Community Improvement District
For the Year Ending September 30, 2019

Trend Report - Water And Sewer Fund

	<u>OCT</u>	<u>NOV</u>	<u>DEC</u>	<u>JAN</u>	<u>FEB</u>	<u>MAR</u>	<u>APR</u>	<u>MAY</u>	<u>JUN</u>	<u>JUL</u>	<u>AUG</u>	<u>SEP</u>	<u>ANNUAL</u>	<u>YTD</u>
	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>	<u>BUDGET</u>	<u>ACTUAL</u>
Contracts-Generator Maint	0	0	0	0	0	42	42	42	42	42	42	42	500	0
R&M-Lift Station	0	0	0	0	450	583	583	583	583	583	583	583	7,000	450
R&M-Potable Water Lines	0	0	0	0	0	1,583	1,583	1,583	1,583	1,583	1,583	1,583	19,000	0
R&M-Water Plant	867	3,243	0	2,400	13,666	2,583	2,583	2,583	2,583	2,583	2,583	2,583	31,000	20,176
R&M-Waste Water Plant	0	5,374	225	304	300	1,333	1,333	1,333	1,333	1,333	1,333	1,333	16,000	6,203
R&M-Sewer Lines	0	0	0	0	0	433	433	433	433	433	433	433	5,200	0
R&M-Backflow Inspection	0	0	0	0	0	1,140	1,140	1,140	1,140	1,140	1,140	1,140	13,680	0
R&M-Instrumentation	0	0	0	0	0	417	417	417	417	417	417	417	5,000	0
Misc-Licenses & Permits	0	3,000	0	0	0	250	250	250	250	250	250	250	3,000	3,000
Compliance Sampling	0	1,392	1,392	1,392	1,392	1,846	1,846	1,846	1,846	1,846	1,846	1,846	22,150	5,567
Chemicals-Water Operations	1,549	1,399	3,398	0	1,158	2,083	2,083	2,083	2,083	2,083	2,083	2,083	25,000	7,504
Chemicals-Wastewater Operations	662	474	1,492	0	1,527	1,250	1,250	1,250	1,250	1,250	1,250	1,250	15,000	4,155
Sludge Disposal	0	0	0	896	0	1,667	1,667	1,667	1,667	1,667	1,667	1,667	20,000	896
Capital Outlay-WWTP	0	0	49,285	0	0	0	0	0	0	0	0	0	0	49,285
Total Water-Sewer Combination Services	9,941	51,225	92,876	43,136	56,139	50,617	50,617	50,617	50,617	50,617	50,617	50,617	607,400	253,313
Debt Service														
Principal Debt Retirement	0	0	0	0	0	38,096	38,096	38,096	38,096	38,096	38,096	38,096	457,157	0
Interest Expense	22,376	0	0	0	0	4,865	4,865	4,865	4,865	4,865	4,865	4,865	58,377	22,376
Total Debt Service	22,376	0	0	0	0	42,961	42,961	42,961	42,961	42,961	42,961	42,961	515,534	22,376
Other Sources/Uses														
Total Expenses	39,255	69,079	113,571	52,219	62,570	105,152	105,152	105,152	105,152	105,152	105,152	105,152	1,261,806	336,692
Excess Revenue Over (Under) Expenditures	(172)	352,686	496,571	18,772	27,158	19,516	19,516	19,516	19,516	19,516	19,516	19,516	234,212	895,016

PORT OF THE ISLANDS COMMUNITY IMPROVEMENT DISTRICT

Cash and Investment Report

February 28, 2019

Account Name	Bank	Yield	Balance
GENERAL FUND			
Checking (GF) 9580	Valley	0.00%	251,500.37
Money Market (GF) 1572	Valley	2.43%	<u>1,004,170.92</u>
		Subtotal	1,255,671.29
WATER & SEWER FUND			
Checking (WSF) 1521	Valley	0.10%	27.09
Checking (WSF) 8933	Valley	1.95%	52,475.56
		Subtotal	<u>52,502.65</u>
Total			<u><u>\$ 1,308,173.94</u></u>

PORT OF THE ISLANDS
COMMUNITY IMPROVEMENT DISTRICT

Non-Ad Valorem Special Assessments
(Collier County Tax Collector - Monthly Collection Distributions)
Fiscal Year Ending September 30, 2019

GROSS ASSESSMENTS LEVIED \$ 324,776 \$ 1,240,329
20.75% 79.25%

Distribution	Gross Amount Received	Discounts/ (Penalties)	Collection Cost	Net Amount Received	ALLOCATION	
					General Fund	Debt Fund
October	-	-	-	-	-	-
November	17,534.80	(900.65)	(332.68)	16,301.47	3,638.47	13,896.33
	114,346.26	(4,573.87)	(2,195.45)	107,576.94	23,726.85	90,619.41
	405,217.06	-	(8,104.34)	397,112.72	84,082.54	321,134.52
December	512,137.31	(20,485.31)	(9,833.04)	481,818.96	106,268.49	405,868.82
	228,583.87	(8,869.19)	(4,394.30)	215,320.38	47,431.15	181,152.72
January	91,225.48	(2,540.18)	(1,773.70)	86,911.60	18,929.29	72,296.19
February	43,345.19	(804.77)	(850.81)	41,689.61	8,994.13	34,351.06
March						
April						
May						
June						
July						
August						
September						
TOTAL	1,412,389.97	(38,173.97)	(27,484.32)	1,346,731.68	293,070.92	1,119,319.05
BALANCE REMAINING					\$ 31,705	\$ 121,010

TOTAL ASSESSMENTS	\$ 1,565,105	PERCENT COLLECTED	90.24%
--------------------------	---------------------	--------------------------	---------------

Run: 3/07/2019 @ 11:21 AM

**Port of the Islands Community Improvement District
Reconciliation - Valley National 9580 OPS**

Page: 1

Closing Balance from Previous Statement.....	1/31/2019	287,678.29
1 Deposits and Other Additions Totaling.....		41,689.61
11 Checks and Other Withdrawals Totaling.....		77,867.53
0 Adjustments Totaling.....		0.00
1 Voids Totaling.....		0.00
Service Charge.....		0.00
Interest Earned.....		0.00
Closing Balance for this Statement.....	2/28/2019	251,500.37
Difference.....		0.00

Cash Balance from General Ledger.....	2/28/2019	249,500.73
Open Activity from Bank Register.....		(1,999.64)
Adjustment for Service Charges and Interest.....		0.00
General Ledger Reconciliation to Statement.....		251,500.37

Date	Reference	Deposit Description	Amount	
✓ 2/22/2019	ACH	Direct Deposit - Tax Collector	41,689.61	
Total Deposits:			<u>41,689.61</u>	
Date	Check	To	Check Description	Amount
✓ 1/22/2019	0010310	Kish, Russell B.	BOS Meeting Compensation 1/18/2019 (Paper Check)	184.70
✓ 2/05/2019	0010311	Florida Utility Solutions	Utility Operation & Maintenance	45,835.85
✓ 2/05/2019	0010312	Premier District Management	District Management & Field Services	12,210.66
✓ 2/08/2019	EFT	LCEC	Electricity 12/9/2019-1/13/2019	9,129.54
✓ 2/13/2019	0010313	Century Link	February 4 to March 3 Service	277.74
✓ 2/13/2019	0010314	Soto's Lawn Service	Monthly Lawn Service	7,127.49
✓ 2/15/2019	#####	ADP		0.00
✓ 2/21/2019	0010315	Community Field Services	Work Order 1280	356.00
✓ 2/21/2019	0010316	Hole Montes, Inc.	POI General Engineering Services	1,847.75
✓ 2/25/2019	EFT	ADP	BOS Meeting Payroll Wages (direct deposit) - 2/15/2019	738.80
✓ 2/25/2019	EFT	ADP	BOS Meeting Payroll Taxes - 2/15/2019	159.00
Total Checks:				<u>77,867.53</u>

Run: 3/07/2019 at 2:29 PM

Port of the Islands Community Improvement District

Check Register from 2/01/2019 to 2/28/2019

Valley National 9580 OPS

Page: 1

<u>Check</u>	<u>Date</u>	<u>Vendor / Description</u>	<u>Check / Payment</u>
0010311	2/05/2019	[FLORIDA UTILITY] Florida Utility Solutions (Utility Operation & Maintenance)	45,835.85
0010312	2/05/2019	[PREMIER DISTRICT] Premier District Management (District Management & Field Services)	12,210.66
EFT	2/06/2019	[LCEC - AUTOPAY] LCEC (Electricity 12/9/2019-1/13/2019)	9,129.54
0010313	2/13/2019	[Century Link] Century Link (Feburary 4 to March 3 Service)	277.74
0010314	2/13/2019	[SOTOS] Soto's Lawn Service (Monthly Lawn Service)	7,127.49
0010315	2/21/2019	[COMMUNITY FIELD] Community Field Services (Work Order 1280)	356.00
0010316	2/21/2019	[Hole Montes] Hole Montes, Inc. (POI General Engineering Services)	1,847.75
0050001	2/25/2019	[Russell Kish] Russell B. Kish (BOS Meeting Payroll Wages (paper check) - 2/15/2019)	184.70
EFT	2/25/2019	[ADP] ADP (BOS Meeting Payroll Taxes - 2/15/2019)	159.00
EFT	2/25/2019	[ADP] ADP (BOS Meeting Payroll Wages (direct deposit) - 2/15/2019)	738.80
0010317	2/27/2019	[PORT OF THE ISLANDS] PORT OF THE ISLANDS (Invoices Cays West Feb 18, Cays East Feb 18, Newport East Dec 18)	1,814.94
<u>Total Checks:</u>			<u>79,682.47</u>

Run: 3/07/2019 @ 11:21 AM

Port of the Islands Community Improvement District Reconciliation - Valley National 8933 W/S

Page: 1

Closing Balance from Previous Statement.....	1/31/2019	54,573.02
9 Deposits and Other Additions Totaling.....		1,355.10
6 Checks and Other Withdrawals Totaling.....		6,215.63
0 Adjustments Totaling.....		0.00
1 Voids Totaling.....		2,684.50
Service Charge.....		0.00
Interest Earned.....	2/28/2019	78.57
Closing Balance for this Statement.....	2/28/2019	52,475.56
Difference.....		0.00

Cash Balance from General Ledger.....	2/28/2019	49,776.06
Open Activity from Bank Register.....		(2,699.50)
Adjustment for Service Charges and Interest.....		0.00
General Ledger Reconciliation to Statement.....		52,475.56

Date	Reference	Deposit Description	Amount
✓ 2/04/2019	DEP U/B	Remote Deposit - Utility Payments	92.27
✓ 2/06/2019	DEP	Remote Deposit - Utility Payments	317.65
✓ 2/08/2019	DEP	Remote Deposit - Utility Payments	10.00
✓ 2/12/2019	DEP	Remote Deposit	258.22
✓ 2/15/2019	DEP	Remote Deposit U/B	77.27
✓ 2/19/2019	DEP	Remote Deposit	405.23
✓ 2/27/2019	ACH	EZPAY - DEC 2018 U/B	103.02
✓ 2/27/2019	ACH	EZPAY - DEC 2018 U/B	82.85
✓ 2/27/2019	ACH	EZPAY - DEC 2018 U/B	8.59
Total Deposits:			<u>1,355.10</u>

Date	Check	To	Check Description	Amount
✓ 1/03/2019	0001014	RODRIGUEZ, LARITZA	Utility Deposit Balance	9.05
✓ 1/21/2019	0001016	CONNELLY, KEITH J	U/B Deposit Refund - Account Closed	40.00
✓ 1/21/2019	0001017	HOFFMAN, EDWARD	U/B Deposit Refund - Account Closed	140.00
✓ 1/28/2019	0001018	Hole Montes, Inc.	General Engineering Services	2,913.17
✓ 1/28/2019	0001019	Soto's Lawn Service	Irrigation System Repair - Common Area	428.91
✓ 2/27/2019	0001020	Brenntag Mid-South Inc	Zone 3 Battery Controller	2,684.50
Total Checks:				<u>6,215.63</u>

Date	Reference	Adjustment Description	Amount
✓ 2/28/2019		Interest Earned	78.57
Total Adjustments:			<u>78.57</u>

Run: 3/07/2019 at 10:44 PM

Port of the Islands Community Improvement District

Page: 1

**Check Register from 2/01/2019 to 2/28/2019
Valley National 8933 W/S**

<u>Check</u>	<u>Date</u>	<u>Vendor / Description</u>	<u>Check / Payment</u>
0001020[VOID]	2/27/2019	[Brenntag Mid-South Inc] Brenntag Mid-South Inc	2,684.50
0001021	2/27/2019	[Brenntag Mid-South Inc] Brenntag Mid-South Inc	2,684.50
<u>Total Checks:</u>			<u>5,369.00</u>

Run: 3/07/2019 @ 12:19 PM

**Port of the Islands Community Improvement District
Reconciliation - Valley National 1572 MM**

Page: 1

Closing Balance from Previous Statement.....	1/31/2019	1,002,319.41
0 Deposits and Other Additions Totaling.....		0.00
0 Checks and Other Withdrawls Totaling.....		0.00
0 Adjustments Totaling.....		0.00
0 Voids Totaling.....		0.00
Service Charge.....		0.00
Interest Earned.....	2/28/2019	1,851.51
Closing Balance for this Statement.....	2/28/2019	1,004,170.92
Difference.....		0.00

Cash Balance from General Ledger.....	2/28/2019	1,004,170.92
Open Activity from Bank Register.....		0.00
Adjustment for Service Charges and Interest.....		0.00
General Ledger Reconciliation to Statement.....		1,004,170.92

Date	Reference	Adjustment Description	Amount
✓ 2/28/2019		Interest Earned	1,851.51
Total Adjustments:			1,851.51



President
Collier Model Aeronautic Club, Inc.
P.O. Box 990697
Naples, FL 34116

March 6, 2019

Dear CMAC President,

Premier District Management, on behalf of Port of the Islands Community Improvement District (CID), would like to notify you that it was reported that you have breached the Agreement for the consent to use district property. On February 21, 2018 Collier Model Aeronautic Club, Inc. (CMAC) entered into this agreement with Port of the Islands CID.

It has been brought to our attention that you have violated Section 1, C: "Aircraft shall not be flown over the District's physical plant located to the East of the Property or in a trajectory such that the aircraft could fall within the fenced physical compound in the event of failure." One of your aircrafts crashed into the physical plant. Due to violation of this agreement we are terminating this agreement, effective immediately.

If you would like to appeal this termination, please contact me so that this can be placed on the Agenda for the next Board Meeting. If you have any questions or concerns, please feel free to contact me via email at cteague@cddmanagement.com or phone at 239-690-7100, extension 101.

Sincerely,

Calvin Teague
District Manager

This instrument was prepared by
and should be returned to:

Daniel H. Cox, Esq.
Daniel H. Cox, P.A.
P.O. Drawer CC
Carrabelle, FL 32322

CONSENT TO USE DISTRICT PROPERTY

THIS AGREEMENT is made this 21 day of February, 2018, between Port of the Islands Community Improvement District ("District"), whose address is 1922 Victoria Avenue, Suite B, Fort Myers, FL 33901, and Collier Model Aeronautic Club, Inc. ("CMAC"), whose address is P.O. Box 990697, Naples, FL 34116.

WHEREAS, CMAC is a non-profit corporation committed to promoting the design, building and flying of radio-controlled model aircraft; and

WHEREAS, District is the owner of a vacant parcel of land consisting of 39 acres more or less and identified by the Collier County Property Appraiser as Parcel 01058920005 ("Property"); and

WHEREAS, CMAC would like to use the Property for its members to engage in flying radio-controlled model aircraft.

WHEREAS, District is willing to consent to CMAC's use of the Property for these purposes under the terms and conditions herein described.

NOW, THEREFORE, in consideration of these premises, the District and CMAC hereby agree as follows:

1. Consent is hereby given by District to CMAC to use the Property for flying radio-controlled model aircraft under the following terms and conditions:

A. CMAC will provide District a Certificate of Insurance in the amount of

\$500,000.00 per occurrence, insuring against all liabilities incurred, including property damage, and naming District as an also insured.

B. Hours of operation shall be limited to 9:00 a.m. to 5:00 p.m.

C. Aircraft shall not be flown over the District's physical plant located to the east of the Property or in a trajectory such that the aircraft could fall within the fenced physical compound in the event of failure.

D. CMAC shall maintain the Property in compliance with Collier County Code requirements and free and cleared of all rubbish, litter or other items.

E. No permanent structures shall be erected on the Property without prior consent of the District. Within ten days of termination of this Agreement CMAC shall remove all structures and restore the Property to its condition as of the inception of this Agreement.

2. CMAC hereby accepts this Consent to Use District Property with full knowledge of District's prior rights and existing facilities. This Consent shall not be construed to reduce or diminish District's prior rights in any way.

3. District will have the right to remove any part of any improvements installed by CMAC as may be reasonably necessary for the purpose of constructing, maintaining, repairing, altering, replacing, or removal of District's facilities as determined by the District, with prior notice to CMAC and reasonable opportunity for CMAC to arrange for removal and replacement upon completion of District's work.

4. The District shall not be liable in any manner for damages to, or the cost of replacement of, all or any portion of any improvements constructed by CMAC and CMAC hereby

assume all risk and expense involved in the replacement or reconstruction of same.

5. CMAC hereby indemnifies, saves, defends and holds District (including, without limitation, District's officers, employees, agents, nominees and residents) harmless from and against any and all losses, damages (including, without limitation, any and all consequential damages), costs, charges, expenses, claims, demands, causes of action, accounts, sums of money, reckonings, bounds, bills, covenants, controversies, agreements, promises, variances, trespasses, executions, and liabilities (including reasonable attorney fees and costs at all levels and/or negotiations) whatsoever, at law or in equity, whether in tort, in contract, or otherwise, which may be asserted or recovered against District (including, without limitation, District's officers, employees, agents, nominees, and residents), whether asserted by suit, proceeding, defenses, counterclaims, set-offs or otherwise, resulting from the CMAC, its successors or assigns (including, without limitation, their invitees, licensees, franchisees, guests, lessees, employees, agents and nominees), use, enjoyment and occupancy of the District's Property.

6. This Agreement shall continue in full force and effect until terminated by recording an instrument in the Public Records of Collier County, Florida, signed by the District with a copy delivered to CMAC.

7. This Agreement may not be assigned by CMAC without the prior written consent of the District.

8. It is mutually understood and agreed that this agreement, as written, covers all of the agreements and stipulations between the parties and that no representations or statements, oral or written, have been made modifying, adding to, or changing the terms hereof.

IN WITNESS WHEREOF, the parties have caused their names to be hereunto subscribed this

21 day of February, 2018.

WITNESSES:

Collier Model Aeronautic Club, Inc.

Georgine Schannon
Signature

Clifford MacMorris
Clifford MacMorris, President
PRESIDENT CMAAC

GEORGINE SCHANNON
Printed Name

Gary Weinberg
Signature Vice President CMAAC

Gary Weinberg
Printed Name

WITNESSES:

Port of the Islands Community
Improvement District

Calvin Teague
Signature

By: Anthony Davis
Anthony Davis, Chair,
Board of Supervisors

CALVIN TEAGUE
Printed Name

Signature

Printed Name

PORT OF THE ISLANDS COMMUNITY DEVELOPMENT DISTRICT

FISCAL YEAR 2020 BUDGET SCHEDULE

March 15, 2019 - Budget Schedule will be discussed and goals requested. Consideration of any Special Workshops will also be considered. Draft Budget will be distributed, and any special workshops established.

April 19, 2019 - Working on any changes needed for the Budget.

May 17, 2019 - Tentative Budget approved and Public Hearing set. The Proposed Budget must be approved before June 15th. The June meeting (06/21) is after the deadline, therefore if not approved at this meeting a special meeting must be set. It can be a continuation of the meeting but must occur **no later than June 15th**. The Budget Public Hearing must be at least 60 days after the approval of the Proposed Budget. After the Proposed Budget is approved, it can be adjusted at the Public Hearing. However, the assessment rate can't be increased, only lowered. If increased, we will need to do a mailed notice to every property owner in the community explaining the increase and that there will be a Public Hearing to discuss the need for the increase.

June 21, 2019 - The Budget can be discussed, and suggested changes can be prepared for the Public Hearing in August.

July 19, 2019 - The Budget can be discussed, and suggested changes can be prepared for the Public Hearing in August.

August 16, 2019 - This is the date we are proposing for adoption of the Budget. The Public Hearing will be held and after comments from the community, the Board will consider adoption of your Financial Planning Document for Fiscal Year 2020. If needed, the adoption can be later but must be before September 10th.



COMMUNITY FIELD SERVICES

PORT OF THE ISLANDS CID

FIELD MANAGEMENT REPORT FOR MARCH 2019

Prepared for:

PREMIER DISTRICT MANAGEMENT | 3820 COLONIAL BLVD., SUITE 101 FORT MYERS, FL 33966

Port of the Islands CID

Community Field Services – Field Management Report

Site Inspection on 2/28/19

1. Lake Management:

- a. **Lake Maintenance:** The retention ponds remain in moderate shape this month. Shorelines weeds that were treated last month by Earth Guard are decaying away, no algae is present and the water levels are average for this time of year. Due to the lower water levels, turbidity (cloudiness / murkiness) has increased throughout all the ponds. Additional pond management details are below.

b. Littoral Plants:

- i. No concerns observed this month.
- ii. The bulrush in retention pond #2 next to the headwall is now doing off. This will help water flow out of the headwall and into the pond.

Headwall in Retention Pond #2



- c. **Shoreline Weeds:** Weed concerns that should be addressed:

- i. Torpedo grass was observed growing in retention pond #1.
- ii. Climbing Hemp Vine was observed growing in retention pond #1.

Torpedo Grass



Climbing Hemp Vine



- d. **Submerged Weeds:** No concerns observed this month.
- e. **Algae:** None observed.
- f. **Fish:** No concerns observed this month.
- g. **Trash:** Multiple plastic bags were observed around all 3 retention ponds along Cays Drive. We'll begin removing any trash from the ponds when our maintenance technician is onsite.
- h. **Lake Aeration:** No aeration present.
- i. **Shoreline Landscaping:** No new concerns observed this month.
- j. **Lake Bank Erosion:** No concerns observed this month.

2. Roadways:

- a. **Asphalt:** Graffiti was observed on Union Road just east of the North hotel. We'll have our maintenance technician try and cover it up the best he can with additional paint later this month.



b. Potholes:

- i. The large pothole remains on Union Road just past the 90 degree turn on the east side of the old hotel. The pothole should be filled in.
- ii. Many potholes are present on the dirt portion of Union Road causing people to drive off the road between the hotel and water plant.

Large Pothole near the Old Hotel



Off Road Trail Forming



- c. **Curbing / Storm Water Gutters:** The storm water gutters at the end of Sunset Cay, Venus Cay, Windward Cay & Wilderness Cay will be cleaned out later this month. After that we'll be adding this task to our regular maintenance check list.

Sunset Cay



Venus Cay



d. **Street Signage:**

- i. When the faded stop bars throughout the community are being painted, we'll also paint the faded crosswalk on Cays Drive.



- ii. The rusty u-channel post for the 20-mph sign on Newport Drive will be cleaned up and painted by our maintenance technician during one of his visits.
- iii. There is a U-channel post at the entrance of Union Road that isn't serving a purpose. We'll have our maintenance technician take it down during one of his visits.



- iv. The leaning One-Way sign at the entrance of Newport Drive has been straightened.

e. Roadway Landscaping:

- i. Trees that were encroaching into the power lines at 314 & 326 Newport Drive have been trimmed back by LCEC.
- ii. One of the agaves at the entrance of Newport Drive is at the end of its life cycle and needs to be replaced.



- f. **Roadway Lighting:** No concerns observed or reported to us this month.

3. Sidewalks: No new concerns observed this month.

4. Storm Drainage System:

- a. **Catch Basins:** All the roadway catch basins were visually inspected this month and all were extremely clean. The only thing observed was a 4-foot alligator in the storm basin that drains into the first retention pond on Cays Drive.



b. Water Control Structures (WCS):

- i. **Sunset Cay:** Vegetation around the outflow flapper has been cut back.
- ii. **Venus Cay:** Vegetation around the outflow flapper has been cut back.

- iii. **Windward Cay:** Vegetation around the outflow flapper has been cut back.
- iv. **Wilderness Cay:** Vegetation around the outflow flapper has been cut back. Debris accumulating around the inlet has also been removed.
- v. **Water Plant:** No new concerns observed.
- vi. **Retention Ponds:** No new concerns observed this month. The vegetation around all the discharge structures has been cut back. We can now easily access and maintain them.



- c. **Flumes:** All the roadway / sidewalk flumes along Venus Cay, Windward Cay & Wilderness Cay remain with debris / silt in them. They will be cleaned out later this month when our maintenance technician is onsite.



d. Culverts:

- i. All the culverts were visually inspected and the only one that needs to be cleaned out with a vactor truck is in front of 194-242 Newport Drive. We'll have Florida Utility Solutions clean this pipe out.
- ii. All other culverts along Newport Drive only have silt & debris building up at the inlets which will be cleaned out by our maintenance technician later this month.



- iii. Rip rap has filled in the culvert inlet in front of Newport Drive and Newport Cay. Our maintenance technician will restack the rock when he's onsite later this month.



- e. **Drain Pipes:** No issues observed this month.
 - f. **Drainage Swales / Dry Detention Ponds / Banks:** Drainage concerns behind Sunset Cay, Venus Cay, Windward Cay and Wilderness Cay update.
 - i. The District Engineer has been asked to submit an estimate to set survey stakes to determine if the swale elevations are still correct. This will be further discussed at the next Board meeting.
5. **Front Entrance Monuments:** The following issues were observed this month.
- a. **Main Monument:** No new concerns observed this month.
 - b. **Side Monuments:** No new concerns observed this month.

- c. **Landscaping:** Dead plant material has been removed and new mulch has been put down within all the plant beds. The new mulch looks good however the contractor fell a little short along the Newport Drive exit side wall. We'll let Soto know that approximately 5 more bags are needed.



- d. **Flag Pole:** No issues observed.
- e. **41 Median:** New mulch looks good along the median.
- f. **Cays Drive Entrance:**
- i. The Cays Drive Entrance monument is 50% repaired. The rotted-out section has been replaced and the sign has been repainted. The sign on the exit side of Cays Drive is currently being refurbished. The new sign looks great!



- ii. Timers for the landscape & monument lights will be adjusted for daylight savings during our next inspection.
- g. **Union Road Entrance:** No concerns observed this month.

6. **Irrigation System:** Not a major concern but we'll want to keep an eye on an irrigation rotor that was recently repaired at the entrance (exit side) to Union Drive. The new irrigation head is a bit high and if a tire were to strike it the rotor will more than likely break.



7. **Mosquito Spraying:**

- a. Mosquito sprayer / trailer: No concerns observed.

8. **Residential Complaints / Concerns:** No complaints or concerns were reported to us this month.

9. **Non-CID Issues Observed:** I believe this drain is under the responsibility of Stella Maris Drive S. Association, but the grate is rusting out and will need to be replaced in about a year.



10. **Fish/Wildlife Observations:**

<input type="checkbox"/> Bass	<input checked="" type="checkbox"/> Bream	<input type="checkbox"/> Catfish	<input type="checkbox"/> Gambusia
<input checked="" type="checkbox"/> Egrets	<input type="checkbox"/> Herons	<input type="checkbox"/> Coots	<input type="checkbox"/> Gallinules
<input checked="" type="checkbox"/> Anhinga	<input type="checkbox"/> Cormorant	<input type="checkbox"/> Osprey	<input checked="" type="checkbox"/> Ibis
<input type="checkbox"/> Woodstork	<input type="checkbox"/> Otter	<input checked="" type="checkbox"/> Alligators	<input type="checkbox"/> Snakes
<input checked="" type="checkbox"/> Turtles	<input checked="" type="checkbox"/> Other Species: <u>Ducks</u>		

11. **CID Project Updates:**

- a. Adjust light timers for daylight savings on the next site visit.

12. Water Treatment Plant:

- a. **Fire Hydrants:** Besides for still needing to be painted no other new concerns were observed this month.
- b. **Meter Boxes:** No concerns observed this month.
- c. **Wells:** Vegetation is encroaching from both sides making the roadway very narrow. Vegetation needs to be cut back.
- d. **Boil Water Notices:** No notices issued this month.
- e. **Line Breaks / System Concerns:** No issues observed this month.

13. Maintenance Follow-Up Actions:

POI CID			
FY 2019 Recommended Project / Maintenance Tasks			
POI RECOMMENDED MAINTENANCE TASKS: UPDATED 3/01/19	DATE REPORTED	VENDOR	PROJECT STATUS
Repair the damaged curb across from 215 & 285 Cays Drive	10/10/2016		
Repair the L on the Hotel / Marina Sign on Newport Drive	10/10/2016		
The Cays Drive entrance sign needs to be replaced	10/10/2016		In Progress
Crosswalk lines and bike path lines needed to be restriped.	10/10/2016		
Repair the leaning over headwall in the retention pond just south of Stella Maris Drive S.	10/10/2016		
Have the broken electrical box near the entrance to the sales center repaired.	8/1/2017		
Remove the debris from the drainage swale on Wilderness Cay.	5/2/2018		
Have the damaged sidewalk panel next to 134 Windward Cay replaced.	7/30/2018		
Have the vegetation along the well road cut back.	7/30/2018		
Vegetation around the Well Stations should be cut back.	7/30/2018	Soto	Pending
Remove the vegetation away from the drain pipe mitered ends for retention ponds 1, 2 & 3. Remove dirt from around the baffle on the 3rd retention pond.	12/21/2018	CFS	Completed on 2/14/19: WO 1280
Replace the missing fire hydrant roadway reflectors on Newport Drive, Newport Cay and Peacock Lane.	12/21/2018	CFS	Completed on 2/14/19: WO 1280
Straghten the leaning one-way sign on Newport Drive.	12/21/2018	CFS	Completed on 2/14/19: WO 1280
Apply asphalt patch to the eroding asphalt at the corner of Newport Drive and Morning Star Cay.	1/2/2019	CFS	Pending
Clean the roadway signs at Cays Drive / Wilderness Cay & at the Eveningstar Cay.	1/2/2019	CFS	Pending
Clean out the storm water flumes along Sunset Cay, Venus Cay, Windward Cay & Wilderniss Cay.	1/30/2019	CFS / Soto	Pending WO 1287 - March 2019
Cut back vegetation that is encroaching around the flappers for the WCS's at the end of Sunset Cay, Venus Cay, Windward Cay & Wilderniss Cay.	1/30/2019	CFS	Completed on 2/14/19: WO 1280
Remove the U-Channel post in front of the plant that has no signs on it.	1/30/2019	CFS	Pending
Grind down the up-lifted sidewalk panels in front of 146 & 158 Windward Cay.	1/30/2019	CFS	Pending
Clean out all of the culvert inlets along Newport Drive. Cover up the graffiti on Union Road. Restack the rip rap that is covering up the culvert inlet at the intersection of Newport Drive & Newport Cay.	1/30/2019	CFS	Pending WO 1287 - March 2019
Pressure clean the catch basins and culverts along Newport & Cays Drive.	1/30/2019	CFS	Pending
Have the stop bars throughout the community re-painted. Paint the faded crosswalk on Cays Drive.	1/30/2019	CFS	Approved
Clean up the u-channel 20 mph sign post on Newport Drive (exit side) and paint . Remove the no longer in use U-channel post at the entrance of Union Road.	2/28/2019	CFS	Pending



*Florida Utility
Solutions*

PORT OF THE ISLANDS CID MONTHLY PLANT OPERATIONS REPORT MARCH 2019



Wastewater Plant

**Received and treated
2.2 million gallons in
February**

Water Plant

**Produced and
distributed 2.2 million
gallons in February**

REUSE

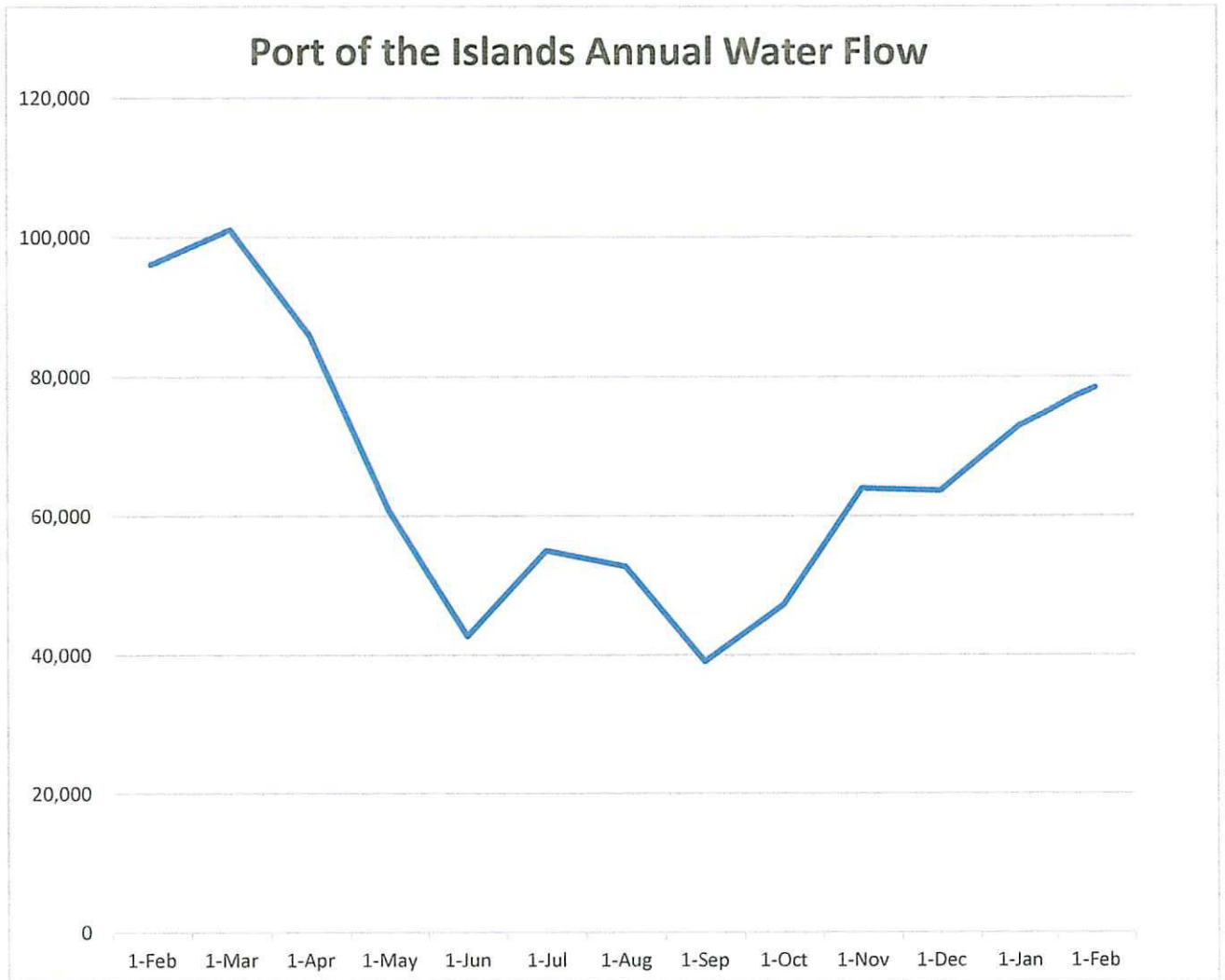
**Distributed 9.5 million
gallons in February**

FLORIDA UTILITY SOLUTIONS

15275 Collier Blvd.
Suite 201-268
Naples, Fl. 34119

239-435-0951

www.floridautilitysolutions.com



Port of the Islands Drinking Water Monthly Flow Average

Utility Monthly Update - 2019

WTP - Water Treatment Plant

- Water plant is operating as designed
- SCADA work scheduled

WELLS

- Well #1 flow meter has been replaced

WWTP - Waste Water Treatment Plant

- Daily Process control – is producing acceptable effluent

FIRE STATION PUMPS

- All OK

LIFT STATIONS

- All lift stations are functioning properly

REUSE

- All OK

DISTRIBUTION

- Meters were read during week of February 11th.
- Received several requests for water shut-off and turn-ons, investigations, and meter research