

**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 January 18, 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
Kathryn Kehlmeier	Assistant Secretary
Teri O'Connell	Assistant Secretary

Also present were:

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

The following is a summary of the discussions and actions taken at the January 18, 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 and Engineer Ron Benson were also present for today's meeting.

SECOND ORDER OF BUSINESS

Approval of the Agenda

The Agenda was presented.

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

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 December 21, 2018 meeting were presented with one change being made to line 98.

On MOTION by Supervisor O'Connell seconded by Vice Chair Kish with all in favor, the Regular Meeting Minutes for December 21, 2018 were approved as amended.

FIFTH ORDER OF BUSINESS

Old Business

A. Review of Landscape Maintenance Performance

Supervisor Kehlmeier gave the report in Mr. Soto's absence with questions/comments as follows:

- i. Review of Inspection Report**
 - The Board asked Supervisor Kehlmeier to get with Mr. Soto to have him do Well Road as per contract. The Field Manager will check with LCEC to have them trim tree branches that have grown into the wires.
 - Supervisor Kehlmeier advised that proposals to enhance the Union Road entrance will be obtained.

- ii. Irrigation Concerns**
 - a. Newport Drive Median Plant Replacement Update**
Mr. Soto reported this has not been completed.

- iii. Irrigation System Analysis**
This has been completed as well.

- iv. Any proposals to be considered**
 - Proposal #2814 for miscellaneous items combined in the amount of \$1,755 was submitted

On MOTION by Supervisor Dillon seconded by Supervisor Kehlmeier with all in favor, Proposal #2814 in the amount of \$1,755 was approved.

B. Drainage System Cleaning and Maintenance Proposal

Mr. Soto is still working on this and will get with the Field Manager to prepare for the drainage cleaning, adjusting the proposal for the swales.

C. Dormitory ERC Sales Agreement

The District Manager reported that he has heard nothing to date. The Board did ask that the blue wrapping around the building be removed.

D. R.O.W. Easement Discussion/Update

Engineer Benson reported that all the requested information has been returned as requested. The Board asked Attorney Cox or Engineer Benson if there would be any possibility of charging for the efforts that have been put forth on this.

E. Fire Hydrant Painting Update

The District Manager reported that Mr. Gilbert has the paint at the plant, which the Fire Department stated they will take care of sometime in February.

F. Ultra-Lite Usage Parcel 13

Extensive discussion ensued and after allowing input from the audience, the Board denied the use of Parcel 13 for further Ultra-Lite flights.

On MOTION by Supervisor Dillon seconded by Chair Davis with all in favor, the use of Parcel 13 for Ultra-Lite flights was denied.

SIXTH ORDER OF BUSINESS

New Business

There being none, the next Order of Business followed.

SEVENTH ORDER OF BUSINESS

Manager's Report

A. Storm Loss Reimbursement

The District Manager updated the Board advising that this remains pending and that Attorney Cox is actively in the process of resolving this matter. Staff will begin researching collection agencies to assist with obtaining this insurance reimbursement.

B. Financial Statements for period ending December 31, 2018

The financials for period ending December 31, 2018 were accepted after receiving Supervisor O'Connell's comments.

On MOTION by Chair Davis seconded by Supervisor O'Connell with all in favor, the financials for period ending December 31, 2018 were accepted.

C. Utility Billing Updates

The District Manager reported that the billing went out with a few residents having problems recognizing that there was a change of address.

D. Website ADA Compliance Update

The District Manager explained that bringing the website into full compliance will require an outside service. He went on to advise that this firm will also continually monitor the site to ascertain ongoing compliance. The costs involved have been estimated at an initial investment of approximately \$2,500 with an ongoing fee of \$100/month for the ongoing monitoring.

On MOTION by Chair Davis seconded by Supervisor Dillon with all in favor, proceeding with the development of a compliant website for an amount not to exceed \$3,000 was approved.

EIGHTH ORDER OF BUSINESS

Field Manager's Report

A. Field Report for December

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

- The Board okayed field management staff coming into the Port to take care of small maintenance issues once per month.
- Supervisor Dillon asked if the letter was ever sent to the resident on Newport. The District Manager advised it had been sent.
- She also commented that the sign at Cays and 41 needs to be replaced.

On MOTION by Supervisor O'Connell seconded by Supervisor Dillon with all in favor, Sign maintenance in an amount not to exceed \$200 was approved.

B. Calcite Tank Update

This has been completed.

TENTH ORDER OF BUSINESS

Engineer's Report

A. Water and Wastewater Operating Permit Renewal

As reported above, the 5-year renewal has been received. A few items were identified as needing repair, which will be taken care of.

ELEVENTH ORDER OF BUSINESS

Attorney's Report

A. Parcel 13 Water Frontage

The District Manager reported in Attorney Cox's absence that the County Manager will be contacted to meet for discussion of obtaining the river frontage on Parcel 13 as no one has gotten back to Attorney Cox regarding this matter. The District Manager further reported that the goal is to have this Parcel 13 water frontage prior to seeking further disposition of the property.

THIRTEENTH ORDER OF BUSINESS

**Supervisor's
Comments**

Requests and/or

Supervisor comments/requests were as follows:

- Supervisor Kehlmeier commented that there is an exposed pipe on Newport Drive at the entrance, which Mr. Gilbert advised he would look at.
- Chair Davis commented about a fire hydrant on Cays Drive that for some reason never got painted and is still yellow. He questioned if this is a dead hydrant. Engineer Benson reported that this is a new hydrant and is connected. He reported it is a different color because it was replaced and did not get painted.
- Supervisor Dillon asked if there was any feedback from the meeting held on the Schucarts project at the Marina?
- Supervisor Dillon also commented that there is a white semi, which parks east of the Cays but outside the CID limits. She further advised that the County seems to have no concerns about this.
- Supervisor Dillon asked about the dirt piles at the fire pump station, which will be looked into to ascertain the County's intent.

FOURTEENTH ORDER OF BUSINESS

Audience Comments

Several comments were made, which included a question from the President of Orchid Cove asking if the "Agreement" had been recorded.

FIFTEENTH ORDER OF BUSINESS

Adjournment

There being no further Orders of Business, the meeting was adjourned at 11:18 a.m.

On MOTION by Supervisor Dillon seconded by Supervisor Kehlmeier with all in favor, the meeting was adjourned at 11:18 a.m.

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


Secretary/Assistant Secretary


Chair/Vice Chair