

**PORT OF THE ISLANDS
COMMUNITY IMPROVEMENT DISTRICT**



DECEMBER 21, 2018
BOARD OF SUPERVISORS MEETING
AGENDA PACKET



PORT OF THE ISLANDS COMMUNITY IMPROVEMENT DISTRICT

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Board of Supervisors
Port of the Islands CID

December 14th, 2018

Dear Supervisors,

The regular meeting of the Port of the Islands CID Board of Supervisors will be held on December 21st, 2018 at 9 A.M. at the Orchid Cove Clubhouse on 25005 Peacock Lane in Naples, Florida 34114. The Public Agenda is included in Section four and a few points of interest are as follows:

- The seating of re-elected Supervisor Anthony Davis and newly elected Supervisor Teri O'Connell will take place at the beginning of the meeting.
- Following the seating, will be the Reorganization of the Board of Supervisors. The Supervisor's will vote as to who will hold which position (chair, vice chair, etc.).
- As per usual, enclosed are the Regular Meeting Minutes from November 16th, Field Manager's report for December, the Utility Operations Report for December and the Financials for November.
- A new topic for discussion is the painting of fire hydrants in the community.
- There will be an update on the Dormitory ERC Sales Agreement, R.O.W. easement and the calcite tank installation.

Any supporting documents not enclosed will be distributed at the meeting. The **next meeting is scheduled for January 18, 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

December 21, 2018 at 9:00 AM

1. Call to Order and Roll Call
2. Seating of Teri O'Connell and Anthony Davis
3. Reorganization of the Board
 - A. Resolution 2019- 01 Page 4
4. Approval of the Agenda Page 3
5. Audience Comments on Agenda Items
6. Approval of Meeting Minutes
 - A. Regular Meeting Minutes from November 16, 2018 Pages 5-11
7. Old Business
 - A. Review of Landscape Maintenance Performance
 - i. Review of Inspection Report
 - ii. Irrigation Concerns
 - a. Newport Drive median plant replacement update
 - iii. Irrigation System Analysis
 - iv. Any Proposals to be considered
 - B. Drainage System Cleaning and Maintenance Proposal
 - C. Dormitory ERC Sales Agreement
 - D. R.O.W. Easement discussion/update
 - E. Power washing update
8. New Business
 - A. Painting of Fire Hydrants
9. Manager's Report
 - A. Storm loss reimbursement
 - B. Financial Statements for period ending November 30, 2018 Pages 12-32
 - C. Utility billing updates
 - D. Website ADA Compliance update
10. Field Manager
 - A. Field Report for November Pages 33-42
 - i. Other follow up items
11. Utility Operations
 - A. Utility Operations Report for December Pages 43-45
 - B. Calcite Tank update
12. Engineer's Report
 - A. Water and Wastewater Operating Permit Renewal
13. Attorney's Report
 - A. Parcel 13 water frontage
14. Supervisor's Requests and/or Comments
15. Audience Comments
16. Adjournment

Next Meeting: January 18, 2018 at 9 AM

RESOLUTION 2019-01

A RESOLUTION OF THE BOARD OF SUPERVISORS OF PORT OF THE ISLANDS COMMUNITY IMPROVEMENT DISTRICT ELECTING THE OFFICERS OF PORT OF THE ISLANDS COMMUNITY IMPROVEMENT DISTRICT, COLLIER COUNTY, FLORIDA; PROVIDING FOR CONFLICTS; AND PROVIDING AN EFFECTIVE DATE

WHEREAS, the Board of Supervisors of Port of the Islands Community Improvement District desires to elect the below recited persons to the offices specified.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF PORT OF THE ISLANDS COMMUNITY IMPROVEMENT DISTRICT:

- 1. The following persons are elected to the offices shown:

Chair	_____
Vice Chair	_____
Secretary	Calvin Teague
Treasurer	Calvin Teague
Assistant Treasurer	Jennifer Miller
Assistant Secretary	_____
Assistant Secretary	_____
Assistant Secretary	_____

- 2. All resolutions or parts thereof in conflict herewith are, to the extent of such conflict, superseded and repealed.
- 3. This Resolution shall take effect on December 21st, 2018, upon which time the above-named individuals assume their respective offices.

PASSED AND ADOPTED this 21st day of December 2018.

PORT OF THE ISLANDS
COMMUNITY IMPROVEMENT
DISTRICT

ATTEST:

Secretary / Assistant Secretary

Chair / Vice Chair

**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 November 16, 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
Dan Cox	Attorney
Ron Benson	Engineer
Robert Soto	Soto's Landscaping
Jeremy Fischer	Florida Utility Solutions (FUS)
Residents	

The following is a summary of the discussions and actions taken at the November 16, 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 for today's meeting. Also present were Robert Soto from Soto's Landscaping, Jeremy Fischer from Florida Utility Solutions, Attorney Dan Cox and Engineer Ron Benson.

SECOND ORDER OF BUSINESS **Approval of Agenda**
 The Agenda was presented.

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

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 October 19, 2018 were presented. Changes were as follows:

- Page 3, Line 83 change from fir to for
- Page 4, Line 121 change O'connell to O'Connell
- Page 6, Line 194 change Cay to Cays

On MOTION by Vice Chair Dillon seconded by Chair Davis with all in favor, the Regular Meeting Minutes for October 19, 2018 were approved as amended.

FIFTH ORDER OF BUSINESS **Old Business**

A. Review of Landscape Maintenance Performance

i. Review of Inspection Report

Mr. Soto summarized the report of his ride around with Supervisor Kehlmeier with comments/questions as follows:

- No real major issues were identified, however, Mr. Soto reported that they will be performing cleanup of weeds and debris around the wells and on the road out to the wells. Question was raised as to the frequency of this weed and debris maintenance and whether this was meant to be a one time a year thing or if it was ongoing and as needed with Mr. Soto reporting that he has never actually done this and did not know that the CID was responsible for it. He further commented that this could be revisited next year and implemented at that point should the Board decide this is needed.
- He will get with the field manager to begin addressing some of the ongoing maintenance issues since the rainy season is now over.

- 75 • Mr. Soto reported that he does not have a key to the locked railroad
- 76 area and needs one, which Mr. Gilbert of FUS will provide for him.
- 77 • As a special note at this point, Chair Davis introduced and welcomed a
- 78 guest in attendance from the Ochoppee Fire Control District. He further
- 79 reported that the Chiefs of the greater Naples Fire District will be trying
- 80 to attend meetings as often as they can, schedules permitting of
- 81 course.
- 82 • Supervisor Dillon questioned the status of the dead tree along Newport
- 83 Drive. Supervisor Kehlmeier advised that she had provided information
- 84 to the field manager about this tree in the past but reported being
- 85 unaware of the outcome to date. The District Manager will check into
- 86 this.

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ii. Irrigation Concerns

a. Newport Drive Median Plant Replacement Update

Mr. Soto reported that he and Supervisor Kehlmeier identified some sections in the middle of Newport Drive where plants are not doing well and need to be replaced advising that they will put some ideas together for replacement and/or upgrade to the area.

iii. Irrigation System Analysis

This remains ongoing, but the Board of Supervisors authorized repairs as identified in work order 2677 in the amount of \$296.46.

iv. Any proposals to be considered

None were passed out at today’s meeting; however, Mr. Soto will have a proposal ready for presentation at next meeting.

B. Drainage System Cleaning and Maintenance Policy

Since Mr. Soto did not have the swales identified in his proposal for cleaning or restoring to their original grade, he and the field manager will meet to identify what needs to be done so a better proposal can be prepared and presented to the Board at next month’s meeting.

109 **C. Dormitory ERC Sales Agreement**

110 The Fire Department approved the reuse water for the sprinkler system. Based on this,
111 Attorney Cox will prepare and send a revised agreement to the developers.

112
113 **D. R.O.W. Easement Discussion/Update**

114 It was confirmed that this is for installation of fiber optics from the cell tower to 41 and
115 then east and west but it is unknown how far this will extend in either direction. Again,
116 all the requested information has been provided. We are waiting on follow-up
117 information.

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119 **SIXTH ORDER OF BUSINESS** **New Business**

120 **A. Manned Aerial Flying by the Collier Model Aeronautic Club, Inc. (CMAC)**

121 The District Manager reported being advised of an incident where people are using 55-
122 acre parcel for manned aerial flying, which is not a permitted activity. Thus, a letter was
123 sent to the Collier Model Aeronautic Club that if they are responsible for this activity,
124 that they cease and desist and if not, attempts will be made to determine who is
125 responsible. In the meantime, Mr. Gilbert will install "No Trespassing" signs to hopefully
126 prevent this from occurring again.

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128 **SEVENTH ORDER OF BUSINESS** **Manager's Report**

129 **A. Storm Loss Reimbursement**

130 The District Manager reported that a letter of denial was again received with this matter
131 now being turned over to Attorney Cox for further review and disposition. Attorney Cox,
132 Mr. Gilbert, and Mr. Benson will assist with review. Staff will provide pertinent
133 information, i.e., the claim and responses to each of the reviewing parties.

134
135 **B. Financial Statements for Period Ending October 31, 2018**

- 136 • The financials for period ending October 31, 2018 were presented. There
137 were a few questions, which the District Manager will review and report back
138 to the Board on.

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On MOTION by Supervisor Kehlmeier seconded by Vice Chair Dillon with all in favor, the financials for period ending October 31, 2018 were accepted.

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144 **C. Utility Billing Updates**

145 There being no issues and nothing new to report, the next item followed.

146 **D. Website ADA Compliance Update**

147 The District Manager reported that Phase I has been completed with staff continuing to
148 work on Phase II.

149
150 **EIGHTH ORDER OF BUSINESS** **Field Manager’s Report**

151 **A. Field Report for November**

152 Field Report for November was presented with the Board having the following
153 questions/comments:

- 154 • The Board asked that when the field manager and Mr. Soto meet
155 about swale maintenance, that they also discuss filter sox for the
156 identified location.
- 157 • Vice Chair Dillon questioned the buried culvert at 114 Newport. The
158 District Manager advised that a letter will be sent to the homeowner.
- 159 • The Board asked about the status of the two (2) signs that had been
160 identified in previous reports, which needed attention?

161 **B. Power Washing Estimate**

162 The estimate received from JL23 Pressure Cleaning to pressure wash the sidewalks
163 along Cays Drive, Sunset Cay, Venus Cay, Winward Cay and Wilderness Cay was
164 approved. The Board also requested that the monuments be done as well while they
165 are there.

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167 On MOTION by Vice Chair Dillon seconded by Chair Davis with
168 all in favor, proposal from JL23 Pressure Cleaning was
169 approved in the amount of \$2,300.
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171 **NINTH ORDER OF BUSINESS** **Utility Operations**

172 **A. Utility Operations Report for November**

173 Report was given by Mr. Fischer with no major issues identified.

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175 **B. Calcite Tank Installation Update**

176 Still no word to date.

177

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

179 Engineer Benson reported to the Board as follows:

- 180 • The 5-year renewal on the WWTP permit application was submitted on time
181 and with payment. No problems are anticipated.
- 182 • Engineer Benson reported that discussion has possibly begun again about
183 the Marina project.

184
185 **TWELFTH ORDER OF BUSINESS** **Attorney's Report**

186 **A. Parcel 13 Water Frontage**

187 Attorney Cox reported that the package is almost ready for submission to the County
188 Manager to be placed on the Agenda to be heard by the County Commission.

189
190 **THIRTEENTH ORDER OF BUSINESS** **Supervisor's Requests and/or**
191 **Comments**

192 Supervisor comments/requests were as follows:

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- 194 • Vice Chair Dillon asked if there was any further news about the once proposed
195 "Clam" retail store. The District Manager reported that he was not aware of
196 anything new in this regard.
-
- 197 • She also commented about vehicles parking on the grass along Cays Drive and
198 wanted to know the Boards' feeling in this regard. Chair Davis commented that
199 this would probably be based on whatever the Collier County Rules are.
- 200 • Supervisor Kehlmeier asked the Board if there were any objections to putting up
201 Christmas decorations on along Newport. There were no objections voiced.
- 202 • The District Manager announced the new Board Orientation that would take
203 place on December 3, 2018 at the Hyatt Place in Fort Myers, FL beginning at
204 9:30 a.m.
- 205 • Additionally, the District Manager on behalf of the Board and staff took this
206 opportunity to thank Supervisor Roger Ducoffre for his service.

207
208 **FOURTEENTH ORDER OF BUSINESS** **Audience Comments**

209 Teri O'Connell advised that on Sunset Cay and Cays Drive, there appears to be a fire
210 hydrant that may have been moved but in moving this, the hole it came from is still
211 open/exposed. Mr. Fischer advised he will check on this.

212

213 **FIFTEENTH ORDER OF BUSINESS** **Adjournment**

214 There being no further Orders of Business, the meeting was adjourned at 10:42 a.m.

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216 On MOTION by Vice Chair Dillon seconded by Chair
217 Davis with all in favor, the meeting was adjourned at
218 10:42 a.m.

219

220 *The next Meeting will occur on December 21, 2018 at 9:00 a.m.*

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224 _____
225 Calvin Teague
Secretary

J. Anthony Davis
Chair

**PORT OF THE ISLANDS
COMMUNITY IMPROVEMENT DISTRICT**

Financial Report

November 30, 2018
unaudited

Prepared by:
Premier District Management

**Balance Sheet by Fund
Port of the Islands
November 30, 2018**

	<u>GENERAL FUND</u>	<u>WATER AND SEWER FUND</u>	<u>TOTAL</u>
<u>ASSETS</u>			
Current Assets			
Cash	63,148.15	513,299.08	576,447.23
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	4,262.30	4,262.30
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	598,702.63	0.00	598,702.63
Due To/From 001/202	0.00	(598,702.63)	(598,702.63)
Investment-Valley National MMA	114,471.20	0.00	114,471.20
Prepaid Items	11,488.34	0.00	11,488.34
Deferred Amount of Refunding	0.00	36,369.65	36,369.65
Total Current Assets	787,810.32	(44,771.60)	743,038.72
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	787,810.32	9,733,269.27	10,521,079.59
<u>LIABILITIES</u>			
Current Liabilities			
Accounts Payable	(272.82)	0.00	(272.82)
Accounts Payable	0.00	1,193.72	1,193.72
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	14,146.52	14,146.52
Deposits	0.00	29,500.00	29,500.00
Total Current Liabilities	(272.82)	541,573.06	541,300.24
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	(272.82)	1,498,573.06	1,498,300.24
FUND BALANCES/NET ASSETS			
Fund Balances			
Nonspendable			
Prepaid Items	11,488.34	0.00	11,488.34
Assigned			
Operating Reserves	103,762.00	0.00	103,762.00
Unassigned			
Unassigned	672,832.80	0.00	672,832.80
Net Assets			
Invested in capital assets, net of related debt	0.00	8,328,394.35	8,328,394.35
Unrestricted/Unreserved	0.00	(93,698.14)	(93,698.14)
TOTAL FUND BALANCES/NET ASSETS	788,083.14	8,234,696.21	9,022,779.35
TOTAL LIABILITIES & FUND BALANCES/NET ASSETS	\$ 787,810.32	\$ 9,733,269.27	\$ 10,521,079.59

**Statement of Revenues, Expenditures and Changes in Fund Balances
Port of the Islands
For the Period Ending November 30, 2018**

General Fund	<u>ANNUAL BUDGET</u>	<u>YTD BUDGET</u>	<u>YTD ACTUAL</u>	<u>Variance</u>	<u>% ANNUAL BUDGET</u>	<u>NOV 30,2018 ACTUAL</u>
Revenues						
Interest - Investments	3,500	583	300	(284)	(9)	0
Special Assmnts- Tax Collector	324,776	54,129	111,448	57,319	(34)	111,448
Special Assmnts- CDD Collected	34,641	5,774	0	(5,774)	0	0
Special Assmnts- Uncollectable	(34,641)	(5,774)	0	5,774	0	0
Special Assmnts- Discounts	(17,223)	(2,871)	(1,136)	1,735	(7)	(1,136)
Other Miscellaneous Revenues	0	0	12,219	12,219	0	0
Total Revenues	311,053	51,841	122,831	70,989	(39)	110,312
Expenses						
Administrative						
P/R-Board Of Supervisors	7,000	1,167	900	267	13	500
FICA Taxes - Employer	536	89	74	15	14	41
P/R - Processing Fees	600	100	75	25	13	25
Profserv-Engineering	12,500	2,083	1,493	590	12	0
Profserv-Legal Services	12,500	2,083	514	1,570	4	514
Profserv-Mgmt Consulting Serv	43,394	7,232	7,232	0	17	3,616
Profserv-Property Appraiser	4,851	809	700	108	14	0
Auditing Services	3,500	583	0	583	0	0
Postage And Freight	350	58	0	58	0	0
Rental - Meeting Room	350	58	0	58	0	0
Insurance - General Liability	8,000	1,333	1,149	185	14	574
Printing And Binding	600	100	0	100	0	0
Legal Advertising	1,000	167	0	167	0	0
Miscellaneous Services	500	83	185	(101)	37	0
Misc-Assessmnt Collection Cost	6,468	1,078	2,206	(1,128)	34	2,206
Office Supplies	200	33	0	33	0	0
Annual District Filing Fee	175	29	175	(146)	100	0
Total Administrative	102,524	17,085	14,703	2,384	14	7,476
Field						
Contracts-Field Services	25,000	4,167	6,523	(2,357)	26	3,262
Electricity - Streetlighting	19,000	3,167	4,012	(845)	21	2,008
R&M-Renewal and Replacement	5,000	833	2,850	(2,017)	57	0
R&M-Storm Water Drainage	3,000	500	0	500	0	0
Total Field	52,000	8,667	13,385	(4,719)	26	5,270
Landscape/Irrigation						
Contracts-Landscape	82,830	13,805	13,805	0	17	6,902
Utility-Irrigation	15,000	2,500	1,272	1,228	8	0
R&M-Irrigation	10,000	1,667	1,221	445	12	911
Total Landscape/Irrigation	107,830	17,972	16,298	1,673	15	7,813
Roadway Management						
R&M-Signage	1,000	167	0	167	0	0
R&M-Roads & Alleyways	5,000	833	1,700	(867)	34	0
Total Roadway Management	6,000	1,000	1,700	(700)	28	0

Statement of Revenues, Expenditures and Changes in Fund Balances
Port of the Islands
For the Period Ending November 30, 2018

General Fund	<u>ANNUAL BUDGET</u>	<u>YTD BUDGET</u>	<u>YTD ACTUAL</u>	<u>Variance</u>	<u>% ANNUAL BUDGET</u>	<u>NOV 30, 2018 ACTUAL</u>
<u>Mosquito Control</u>						
Contracts-Mosquito Treatment	19,500	3,250	0	3,250	0	0
Chemicals-Mosquito spray	10,000	1,867	0	1,867	0	0
R&M-Mosquito Control	5,000	833	0	833	0	0
Total Mosquito Control	34,500	5,750	0	5,750	0	0
<u>Other Sources/Uses</u>						
Total Expenses	302,854	50,474	48,086	4,388	15	20,559
Excess Revenue Over (Under) Expenditures	8,199	1,367	76,745	66,601	(936)	89,753

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

Trend Report - General Fund

	<u>OCT</u> <u>31,2018</u> <u>Actual</u>	<u>NOV</u> <u>30,2018</u> <u>Actual</u>	<u>DEC</u> <u>31,2018</u> <u>Budget</u> <u>Allocation</u>	<u>JAN</u> <u>31,2019</u> <u>Budget</u> <u>Allocation</u>	<u>FEB</u> <u>28,2019</u> <u>Budget</u> <u>Allocation</u>	<u>MAR</u> <u>31,2019</u> <u>Budget</u> <u>Allocation</u>	<u>APR</u> <u>30,2019</u> <u>Budget</u> <u>Allocation</u>	<u>MAY</u> <u>31,2019</u> <u>Budget</u> <u>Allocation</u>	<u>JUN</u> <u>30,2019</u> <u>Budget</u> <u>Allocation</u>	<u>JUL</u> <u>31,2019</u> <u>Budget</u> <u>Allocation</u>	<u>AUG</u> <u>31,2019</u> <u>Budget</u> <u>Allocation</u>	<u>SEP</u> <u>30,2019</u> <u>Budget</u> <u>Allocation</u>	<u>YTD</u> <u>ACTUAL</u>	<u>ANNUAL</u> <u>BUDGET</u>
Revenues														
Interest - Investments	300	0	292	292	292	292	292	292	292	292	292	292	300	3,500
Special Assmnts- Tax Collector	0	111,448	27,065	27,065	27,065	27,065	27,065	27,065	27,065	27,065	27,065	27,065	111,448	324,776
Special Assmnts- CDD Collected	0	0	2,887	2,887	2,887	2,887	2,887	2,887	2,887	2,887	2,887	2,887	0	34,641
Special Assmnts- Uncollectable	0	0	(2,887)	(2,887)	(2,887)	(2,887)	(2,887)	(2,887)	(2,887)	(2,887)	(2,887)	(2,887)	0	(34,641)
Special Assmnts- Discounts	0	(1,136)	(1,435)	(1,435)	(1,435)	(1,435)	(1,435)	(1,435)	(1,435)	(1,435)	(1,435)	(1,435)	(1,136)	(17,223)
Other Miscellaneous Revenues	12,219	0	0	0	0	0	0	0	0	0	0	0	12,219	0
Total Revenues	12,519	110,312	25,922	25,922	25,922	25,922	25,922	25,922	25,922	25,922	25,922	25,922	122,831	311,053
Expenses														
Administrative														
P/R-Board Of Supervisors	400	500	583	583	583	583	583	583	583	583	583	583	900	7,000
FICA Taxes - Employer	33	41	45	45	45	45	45	45	45	45	45	45	74	536
P/R - Processing Fees	50	25	50	50	50	50	50	50	50	50	50	50	75	600
Profserv-Engineering	1,493	0	1,042	1,042	1,042	1,042	1,042	1,042	1,042	1,042	1,042	1,042	1,493	12,500
Profserv-Legal Services	0	514	1,042	1,042	1,042	1,042	1,042	1,042	1,042	1,042	1,042	1,042	514	12,500
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	7,232	43,394
Profserv-Property Appraiser	700	0	404	404	404	404	404	404	404	404	404	404	700	4,851
Auditing Services	0	0	292	292	292	292	292	292	292	292	292	292	0	3,500
Postage And Freight	0	0	29	29	29	29	29	29	29	29	29	29	0	350
Rental - Meeting Room	0	0	29	29	29	29	29	29	29	29	29	29	0	350
Insurance - General Liability	574	574	667	667	667	667	667	667	667	667	667	667	1,149	8,000
Printing And Binding	0	0	50	50	50	50	50	50	50	50	50	50	0	600
Legal Advertising	0	0	83	83	83	83	83	83	83	83	83	83	0	1,000
Miscellaneous Services	185	0	42	42	42	42	42	42	42	42	42	42	185	500
Misc-Assessmnt Collection Cost	0	2,206	539	539	539	539	539	539	539	539	539	539	2,206	6,468
Office Supplies	0	0	17	17	17	17	17	17	17	17	17	17	0	200
Annual District Filing Fee	175	0	15	15	15	15	15	15	15	15	15	15	175	175
Total Administrative	7,226	7,476	8,545	8,545	8,545	8,545	8,545	8,545	8,545	8,545	8,545	8,545	14,703	102,524
Field														
Contracts-Field Services	3,262	3,262	2,083	2,083	2,083	2,083	2,083	2,083	2,083	2,083	2,083	2,083	6,523	25,000
Electricity-Streetlighting	2,003	2,008	1,583	1,583	1,583	1,583	1,583	1,583	1,583	1,583	1,583	1,583	4,012	19,000
R&M-Renewal and Replacement	2,850	0	417	417	417	417	417	417	417	417	417	417	2,850	5,000
R&M-Storm Water Drainage	0	0	250	250	250	250	250	250	250	250	250	250	0	3,000
Total Field	8,115	5,270	4,333	4,333	4,333	4,333	4,333	4,333	4,333	4,333	4,333	4,333	13,385	52,000
Landscape/Irrigation														
Contracts-Landscape	6,902	6,902	6,903	6,903	6,903	6,903	6,903	6,903	6,903	6,903	6,903	6,903	13,805	82,830
Utility-Irrigation	1,272	0	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,272	15,000
R&M-Irrigation	310	911	833	833	833	833	833	833	833	833	833	833	1,221	10,000

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

Trend Report - General Fund

	<u>OCT</u> <u>31,2018</u> <u>Actual</u>	<u>NOV</u> <u>30,2018</u> <u>Actual</u>	<u>DEC</u> <u>31,2018</u> <u>Budget</u> <u>Allocation</u>	<u>JAN</u> <u>31,2019</u> <u>Budget</u> <u>Allocation</u>	<u>FEB</u> <u>28,2019</u> <u>Budget</u> <u>Allocation</u>	<u>MAR</u> <u>31,2019</u> <u>Budget</u> <u>Allocation</u>	<u>APR</u> <u>30,2019</u> <u>Budget</u> <u>Allocation</u>	<u>MAY</u> <u>31,2019</u> <u>Budget</u> <u>Allocation</u>	<u>JUN</u> <u>30,2019</u> <u>Budget</u> <u>Allocation</u>	<u>JUL</u> <u>31,2019</u> <u>Budget</u> <u>Allocation</u>	<u>AUG</u> <u>31,2019</u> <u>Budget</u> <u>Allocation</u>	<u>SEP</u> <u>30,2019</u> <u>Budget</u> <u>Allocation</u>	<u>YTD</u> <u>ACTUAL</u>	<u>ANNUAL</u> <u>BUDGET</u>
Total Landscape/Irrigation	8,484	7,813	8,986	8,986	8,986	8,986	8,986	8,986	8,986	8,986	8,986	8,986	16,298	107,830
Roadway Management														
R&M-Signage	0	0	83	83	83	83	83	83	83	83	83	83	0	1,000
R&M-Roads & Alleyways	1,700	0	417	417	417	417	417	417	417	417	417	417	1,700	5,000
Total Roadway Management	1,700	0	500	500	500	500	500	500	500	500	500	500	1,700	6,000
Mosquito Control														
Contracts-Mosquito Treatment	0	0	1,625	1,625	1,625	1,625	1,625	1,625	1,625	1,625	1,625	1,625	0	19,500
Chemicals-Mosquito spray	0	0	833	833	833	833	833	833	833	833	833	833	0	10,000
R&M-Mosquito Control	0	0	417	417	417	417	417	417	417	417	417	417	0	5,000
Total Mosquito Control	0	0	2,875	2,875	2,875	2,875	2,875	2,875	2,875	2,875	2,875	2,875	0	34,500
Other Sources/Uses														
Total Expenses	25,525	20,559	25,239	25,239	25,239	25,239	25,239	25,239	25,239	25,239	25,239	25,239	46,086	302,854
Excess Revenue Over (Under) Expenditures	(13,006)	89,753	683	683	683	683	683	683	683	683	683	683	76,745	8,199

Statement of Revenues, Expenditures and Changes in Fund Balances
Port of the Islands
For the Period Ending November 30, 2018

Water And Sewer Fund

	<u>ANNUAL BUDGET</u>	<u>YTD BUDGET</u>	<u>YTD ACTUAL</u>	<u>Variance</u>	<u>% ANNUAL BUDGET</u>	<u>NOV 30, 2018 ACTUAL</u>
Revenues						
Interest - Investments	500	83	5	(78)	(1)	0
Water Revenue	83,078	13,846	8,815	(5,031)	(11)	122
Sewer Revenue	115,420	19,237	13,409	(5,828)	(12)	187
Irrigation Fees	103,477	17,246	16,293	(953)	(16)	0
Meter Fees	2,500	417	0	(417)	0	0
Special Assmnts- Tax Collector	1,240,329	206,722	425,650	218,929	(34)	425,650
Special Assmnts- CDD Collected	181,335	30,223	0	(30,223)	0	0
Special Assmnts- Uncollectable	(181,335)	(30,223)	0	30,223	0	0
Special Assmnts- Discounts	(49,286)	(8,214)	(4,339)	3,876	(9)	(4,339)
Other Miscellaneous Revenues	0	0	970	970	0	100
Total Revenues	1,496,018	249,337	460,803	211,468	(31)	421,720
Expenses						
Personnel and Administration						
P/R-Board Of Supervisors	7,000	1,167	900	267	13	500
FICA Taxes - Employer	536	89	74	15	14	41
P/R - Processing Fees	30	5	75	(70)	250	25
ProfServ-Engineering	12,500	2,083	4,229	(2,145)	34	0
ProfServ-Legal Services	12,500	2,083	514	1,570	4	514
ProfServ-Mgmt Consulting Serv	43,394	7,232	7,232	0	17	3,616
ProfServ-Property Appraiser	18,482	3,080	700	2,380	4	0
Auditing Services	3,500	583	0	583	0	0
Postage And Freight	700	117	0	117	0	0
Rental - Meeting Room	350	58	0	58	0	0
Insurance - General Liability	7,800	1,300	1,149	151	15	574
Printing And Binding	100	17	0	17	0	0
Legal Advertising	1,000	167	0	167	0	0
Miscellaneous Services	2,250	375	0	375	0	0
Utility Billing Supplies	2,000	333	574	(241)	29	0
Misc-Assessmnt Collection Cost	22,130	3,688	8,426	(4,738)	38	8,426
Office Supplies	200	33	0	33	0	0
Communication - Telephone - Field	4,400	733	920	(186)	21	273
Total Personnel and Administration	138,872	23,143	24,793	(1,647)	18	13,969
Water-Sewer Comb Services						
Utility - General	78,000	13,000	10,444	2,556	13	5,297
Utility - New connections	3,500	583	0	583	0	0
Contracts-Mgmt Services	322,770	53,795	29,329	24,467	9	29,329
Contracts-Utility Billing	20,600	3,433	3,433	0	17	1,717
Contracts-Generator Maint	500	83	0	83	0	0
R&M-Lift Station	7,000	1,167	0	1,167	0	0
R&M-Potable Water Lines	19,000	3,167	0	3,167	0	0
R&M-Water Plant	31,000	5,167	4,110	1,057	13	3,243
R&M-Waste Water Plant	16,000	2,667	5,374	(2,707)	34	5,374
R&M-Sewer Lines	5,200	867	0	867	0	0
R&M-Backflow Inspection	13,680	2,280	0	2,280	0	0
R&M-Instrumentation	5,000	833	0	833	0	0

**Statement of Revenues, Expenditures and Changes in Fund Balances
Port of the Islands
For the Period Ending November 30, 2018**

Water And Sewer Fund	<u>ANNUAL BUDGET</u>	<u>YTD BUDGET</u>	<u>YTD ACTUAL</u>	<u>Variance</u>	<u>% ANNUAL BUDGET</u>	<u>NOV 30,2018 ACTUAL</u>
Misc-Licenses & Permits	3,000	500	3,000	(2,500)	100	3,000
Compliance Sampling	22,150	3,692	1,392	2,300	6	1,392
Chemicals-Water Operations	25,000	4,167	2,948	1,219	12	1,399
Chemicals-Wastewater Operations	15,000	2,500	1,136	1,364	8	474
Sludge Disposal	20,000	3,333	0	3,333	0	0
Total Water-Sewer Combination Services	607,400	101,234	61,166	40,069	10	51,225
Debt Service						
Principal Debt Retirement	457,157	76,193	0	76,193	0	0
Interest Expense	58,377	9,730	22,376	(12,647)	38	0
Total Debt Service	515,534	85,923	22,376	63,546	4	0
Other Sources/Uses						
Total Expenses	1,261,806	210,300	108,335	101,968	9	65,194
Excess Revenue Over (Under) Expenditures	234,212	39,037	352,468	109,500	(150)	356,526

**Statement of Revenues, Expenditures and Changes in Fund Balances
Port of the Islands
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>Budget</u> <u>Allocation</u>	<u>JAN</u> <u>Budget</u> <u>Allocation</u>	<u>FEB</u> <u>Budget</u> <u>Allocation</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>YTD</u> <u>ACTUAL</u>	<u>ANNUAL</u> <u>BUDGET</u>
Revenues														
Interest - Investments	5	0	42	42	42	42	42	42	42	42	42	42	5	500
Water Revenue	8,693	122	6,923	6,923	6,923	6,923	6,923	6,923	6,923	6,923	6,923	6,923	8,815	83,078
Sewer Revenue	13,222	187	9,618	9,618	9,618	9,618	9,618	9,618	9,618	9,618	9,618	9,618	13,409	115,420
Irrigation Fees	16,293	0	8,623	8,623	8,623	8,623	8,623	8,623	8,623	8,623	8,623	8,623	16,293	103,477
Meter Fees	0	0	208	208	208	208	208	208	208	208	208	208	0	2,500
Special Assmnts- Tax Collector	0	425,650	103,361	103,361	103,361	103,361	103,361	103,361	103,361	103,361	103,361	103,361	425,650	1,240,329
Special Assmnts- CDD Collected	0	0	15,111	15,111	15,111	15,111	15,111	15,111	15,111	15,111	15,111	15,111	0	181,335
Special Assmnts- Uncollectable	0	0	(15,111)	(15,111)	(15,111)	(15,111)	(15,111)	(15,111)	(15,111)	(15,111)	(15,111)	(15,111)	0	(181,335)
Special Assmnts- Discounts	0	(4,339)	(4,107)	(4,107)	(4,107)	(4,107)	(4,107)	(4,107)	(4,107)	(4,107)	(4,107)	(4,107)	(4,339)	(49,286)
Other Miscellaneous Revenues	870	100	0	0	0	0	0	0	0	0	0	0	970	0
Total Revenues	39,083	421,720	124,668	124,668	124,668	124,668	124,668	124,668	124,668	124,668	124,668	124,668	460,803	1,496,018
Expenses														
Personnel and Administration														
P/R-Board Of Supervisors	400	500	583	583	583	583	583	583	583	583	583	583	900	7,000
FICA Taxes - Employer	33	41	45	45	45	45	45	45	45	45	45	45	74	536
P/R - Processing Fees	50	25	3	3	3	3	3	3	3	3	3	3	75	30
ProfServ-Engineering	4,229	0	1,042	1,042	1,042	1,042	1,042	1,042	1,042	1,042	1,042	1,042	4,229	12,500
ProfServ-Legal Services	0	514	1,042	1,042	1,042	1,042	1,042	1,042	1,042	1,042	1,042	1,042	514	12,500
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	7,232	43,394
ProfServ-Property Appraiser	700	0	1,540	1,540	1,540	1,540	1,540	1,540	1,540	1,540	1,540	1,540	700	18,482
Auditing Services	0	0	292	292	292	292	292	292	292	292	292	292	0	3,500
Postage And Freight	0	0	58	58	58	58	58	58	58	58	58	58	0	700
Rental - Meeting Room	0	0	29	29	29	29	29	29	29	29	29	29	0	350
Insurance - General Liability	574	574	650	650	650	650	650	650	650	650	650	650	1,149	7,800
Printing And Binding	0	0	8	8	8	8	8	8	8	8	8	8	0	100
Legal Advertising	0	0	83	83	83	83	83	83	83	83	83	83	0	1,000
Miscellaneous Services	0	0	188	188	188	188	188	188	188	188	188	188	0	2,250
Utility Billing Supplies	574	0	167	167	167	167	167	167	167	167	167	167	574	2,000
Misc-Assessmnt Collection Cost	0	8,426	1,844	1,844	1,844	1,844	1,844	1,844	1,844	1,844	1,844	1,844	8,426	22,130
Office Supplies	0	0	17	17	17	17	17	17	17	17	17	17	0	200
Communication - Telephone - Field	647	273	367	367	367	367	367	367	367	367	367	367	920	4,400
Total Personnel and Administration	10,823	13,969	11,574	11,574	11,574	11,574	11,574	11,574	11,574	11,574	11,574	11,574	24,793	138,872
Water-Sewer Comb Services														
Utility - General	5,146	5,297	6,500	6,500	6,500	6,500	6,500	6,500	6,500	6,500	6,500	6,500	10,444	78,000
Utility - New connections	0	0	292	292	292	292	292	292	292	292	292	292	0	3,500
Contracts-Mgmt Services	0	29,329	26,898	26,898	26,898	26,898	26,898	26,898	26,898	26,898	26,898	26,898	29,329	322,770
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	3,433	20,600
Contracts-Generator Maint	0	0	42	42	42	42	42	42	42	42	42	42	0	500

**Statement of Revenues, Expenditures and Changes in Fund Balances
Port of the Islands
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>Budget</u> <u>Allocation</u>	<u>JAN</u> <u>Budget</u> <u>Allocation</u>	<u>FEB</u> <u>Budget</u> <u>Allocation</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>YTD</u> <u>ACTUAL</u>	<u>ANNUAL</u> <u>BUDGET</u>
R&M-Lift Station	0	0	583	583	583	583	583	583	583	583	583	583	0	7,000
R&M-Potable Water Lines	0	0	1,583	1,583	1,583	1,583	1,583	1,583	1,583	1,583	1,583	1,583	0	19,000
R&M-Water Plant	867	3,243	2,583	2,583	2,583	2,583	2,583	2,583	2,583	2,583	2,583	2,583	4,110	31,000
R&M-Waste Water Plant	0	5,374	1,333	1,333	1,333	1,333	1,333	1,333	1,333	1,333	1,333	1,333	5,374	16,000
R&M-Sewer Lines	0	0	433	433	433	433	433	433	433	433	433	433	0	5,200
R&M-Backflow Inspection	0	0	1,140	1,140	1,140	1,140	1,140	1,140	1,140	1,140	1,140	1,140	0	13,680
R&M-Instrumentation	0	0	417	417	417	417	417	417	417	417	417	417	0	5,000
Misc-Licenses & Permits	0	3,000	250	250	250	250	250	250	250	250	250	250	3,000	3,000
Compliance Sampling	0	1,392	1,846	1,846	1,846	1,846	1,846	1,846	1,846	1,846	1,846	1,846	1,392	22,150
Chemicals-Water Operations	1,549	1,399	2,083	2,083	2,083	2,083	2,083	2,083	2,083	2,083	2,083	2,083	2,948	25,000
Chemicals-Wastewater Operations	662	474	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,136	15,000
Sludge Disposal	0	0	1,667	1,667	1,667	1,667	1,667	1,667	1,667	1,667	1,667	1,667	0	20,000
Total Water-Sewer Combination Services	9,941	51,225	50,617	50,617	50,617	50,617	50,617	50,617	50,617	50,617	50,617	50,617	61,166	607,400
Debt Service														
Principal Debt Retirement	0	0	38,096	38,096	38,096	38,096	38,096	38,096	38,096	38,096	38,096	38,096	0	457,157
Interest Expense	22,376	0	4,865	4,865	4,865	4,865	4,865	4,865	4,865	4,865	4,865	4,865	22,376	58,377
Total Debt Service	22,376	0	42,961	42,961	42,961	42,961	42,961	42,961	42,961	42,961	42,961	42,961	22,376	515,534
Other Sources/Uses														
Total Expenses	43,140	65,194	105,152	105,152	105,152	105,152	105,152	105,152	105,152	105,152	105,152	105,152	108,335	1,261,806
Excess Revenue Over (Under) Expenditures	(4,057)	356,526	19,516	19,516	19,516	19,516	19,516	19,516	19,516	19,516	19,516	19,516	352,468	234,212

PORT OF THE ISLANDS COMMUNITY IMPROVEMENT DISTRICT

Cash and Investment Report

November 30, 2018

Account Name	Bank	Yield	Balance
GENERAL FUND			
Checking (GF) 9580	Valley	0.00%	81,840.54
Money Market (GF) 1572	Valley	2.25%	<u>114,720.50</u>
		Subtotal	196,561.04
WATER & SEWER FUND			
Checking (WSF) 1521	Valley	0.10%	418,767.64
Checking (WSF) 8933	Valley	1.94%	125,694.23
		Subtotal	<u>544,461.87</u>
		Total	<u><u>\$ 741,022.91</u></u>

PORT OF THE ISLANDS
COMMUNITY IMPROVEMENT DISTRICT

Non-Ad Valorem Special Assessments
(Lee 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						
January						
February						
March						
April						
May						
June						
July						
August						
September						
TOTAL	537,098.12	(5,474.52)	(10,632.47)	520,991.13	111,447.86	425,650.26
BALANCE REMAINING					\$ 213,328	\$ 814,679

TOTAL ASSESSMENTS	\$ 1,565,105	PERCENT COLLECTED	34.32%
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**Port of the Islands
Reconciliation - Valley National 9580 OPS**

Run: 12/11/2018 @ 12:16 PM

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Closing Balance from Previous Statement.....	10/31/2018	56,452.63
0 Deposits and Other Additions Totaling.....		0.00
9 Checks and Other Withdrawals Totaling.....		39,612.09
2 Adjustments Totaling.....		65,000.00
0 Voids Totaling.....		0.00
Service Charge.....		0.00
Interest Earned.....	11/30/2018	0.00
Closing Balance for this Statement.....	11/30/2018	81,840.54
Difference.....		0.00

Cash Balance from General Ledger.....	11/30/2018	50,929.32
Open Activity from Bank Register.....		(30,911.22)
Adjustment for Service Charges and Interest.....		0.00
General Ledger Reconciliation to Statement.....		81,840.54

Date	Check	To	Check Description	Amount
✓ 10/29/2018	0010283	Collier County Property Appraiser	Administrative Costs - FY 2018-2019 Assessment Roll	1,400.50
✓ 10/29/2018	0010284	Soto's Lawn Service	Irrigation System Repairs	310.34
✓ 11/01/2018	EFT	Valley National Bank	Loan Payment (Interest) NOV 2018	22,376.27
✓ 11/15/2018	0010285	Daniel H. Cox, P.A.	Legal Fees - OCT 2018	1,027.50
✓ 11/15/2018	0010286	PORT OF THE ISLANDS	Invoices AIRPORT OCT 2018, CAYS EAST OCT 2018, CAYS WEST OCT 2018	1,272.08
✓ 11/15/2018	0010287	Premier District Management, LLC	Management, Field & Utility Billing Services NOV 2018	12,210.66
✓ 11/15/2018	0010288	Soto's Lawn Service	Irrigation System Repair	66.95
✓ 11/16/2018	EFT	Surepayroll	BOS Meeting Direct Deposit Wages & Taxes NOV 2018	897.80
✓ 11/30/2018	EFT	Surepayroll	Payroll Processing Fees	49.99
			Total Checks:	39,612.09

Date	Reference	Adjustment Description	Amount
✓ 11/15/2018	TXFR	Transfer from MM account	15,000.00
✓ 11/28/2018	TXFR	Transfer funds from W/S account	50,000.00
		Total Adjustments:	65,000.00

Run: 12/11/2018 at 12:18 PM

Port of the Islands
Check Register from 11/01/2018 to 11/30/2018
Valley National 9580 OPS

Page: 1

<u>Check</u>	<u>Date</u>	<u>Vendor / Description</u>	<u>Check / Payment</u>
0010285	11/15/2018	[Daniel Cox] Daniel H. Cox, P.A. (Legal Fees - OCT 2018)	1,027.50
0010290	11/28/2018	[Hole Montes] Hole Montes, Inc. (Invoices 79237, 79238)	5,721.75
0010293	11/28/2018	[LCEC] LCEC (Monthly Electricity Service NOV 2018)	7,305.73
0010286	11/15/2018	[PORT OF THE ISLANDS] PORT OF THE ISLANDS (Invoices AIRPORT OCT 2018, CAYS EAST OCT 2018, CAYS WEST OCT 2018)	1,272.08
0010287	11/15/2018	[Premier] Premier District Management, LLC (Management, Field & Utility Billing Services NOV 2018)	12,210.66
0010289	11/16/2018	[Russell Kish] Russell B. Kish (BOS Meeting Payroll NOV 2018)	184.70
0010288	11/15/2018	[SOTOS] Soto's Lawn Service (Irrigation System Repair)	66.95
0010291	11/28/2018	[SOTOS] Soto's Lawn Service (Invoices 18-1625, 18-1702, 18-1768, 18-1815)	16,854.92
0010292	11/28/2018	[SOTOS] Soto's Lawn Service (Irrigation System Repair)	844.12
EFT	11/16/2018	[SUREPAYROLL] Surepayroll (BOS Meeting Direct Deposit Wages & Taxes NOV 2018)	897.80
EFT	11/30/2018	[SUREPAYROLL] Surepayroll (Payroll Processing Fees)	49.99
EFT	11/01/2018	[Valley National] Valley National Bank (Loan Payment (Interest) NOV 2018)	22,376.27
Total Checks:			68,812.47

**Port of the Islands
Reconciliation - Valley National 8933 W/S**

Run: 12/11/2018 @ 12:15 PM

Page: 1

Closing Balance from Previous Statement.....	10/31/2018	0.00
3 Deposits and Other Additions Totaling.....		3,443.64
1 Checks and Other Withdrawals Totaling.....		272.82
3 Adjustments Totaling.....		122,484.94
0 Voids Totaling.....		0.00
Service Charge.....		0.00
Interest Earned.....	11/30/2018	38.47
Closing Balance for this Statement.....	11/30/2018	125,694.23
Difference.....		0.00

Cash Balance from General Ledger.....	11/30/2018	123,432.79
Open Activity from Bank Register.....		(2,261.44)
Adjustment for Service Charges and Interest.....		0.00
General Ledger Reconciliation to Statement.....		125,694.23

Date	Reference	Deposit Description	Amount
✓ 11/29/2018	U/B DEP - OCT 20	Utility Payment - OCT 2018 Stmt	179.73
✓ 11/30/2018	U/B DEP - OCT 20	Utility Payments - OCT 2018 Stmt	3,071.94
✓ 11/30/2018	U/B DEP - OCT 20	Utility Payments - OCT 2018 Stmt	191.97
		Total Deposits:	3,443.64

Date	Check	To	Check Description	Amount
✓ 11/19/2018	0010221	Century Link	Telephone Services - Utility Plant	272.82
		Total Checks:		272.82

Date	Reference	Adjustment Description	Amount
✓ 11/16/2018	MISC ADJ	Initial deposit from Valley to open account	0.01
✓ 11/26/2018	TXFR	Transfer balance of W/S checking 1521 to new W/S checking account 8933	172,484.93
✓ 11/28/2018	TXFR		-50,000.00
✓ 11/30/2018		Interest Earned	38.47
		Total Adjustments:	122,523.41

Run: 12/11/2018 at 12:17 PM

Port of the Islands
Check Register from 11/01/2018 to 11/30/2018
Valley National 8933 W/S

Page: 1

<u>Check</u>	<u>Date</u>	<u>Vendor / Description</u>	<u>Check / Payment</u>
0010224	11/27/2018	[90100] JOE CASSARO (Overpayment)	5.75
0010225	11/27/2018	[90266] SUZANE HERMES (Aug Final Payment - overpayment)	15.00
0010227	11/27/2018	[90465] VICTOR PTAK (Load Credit from prior system)	58.38
0010226	11/27/2018	[90788] RAY LICKI (overpayment)	42.27
0010221	11/19/2018	[Century Link] Century Link (Telephone Services - Utility Plant)	272.82
0001005	11/28/2018	[HAWKINS] Hawkins (Invoices 4397203, 4397204, 4399775)	1,244.25
0001006	11/28/2018	[Karle] Karle Enviro Organic Recycling, Inc. (WWTP Sludge Removal)	895.79
<u>Total Checks:</u>			<u>2,534.26</u>

Port of the Islands

Run: 12/11/2018 @ 12:15 PM

Reconciliation - Valley 1521 W/S CLOSED 12/2018

Page: 1

Closing Balance from Previous Statement.....	10/31/2018	38,129.21
16 Deposits and Other Additions Totaling.....		542,639.34
12 Checks and Other Withdrawals Totaling.....		14,908.32
3 Adjustments Totaling.....		-147,493.52
5 Voids Totaling.....		394.22
Service Charge.....		0.00
Interest Earned.....	11/30/2018	6.71
Closing Balance for this Statement.....	11/30/2018	418,767.64
Difference.....		0.00

Cash Balance from General Ledger.....	11/30/2018	379,730.93
Open Activity from Bank Register.....		(38,763.89)
Adjustment for Service Charges and Interest.....		0.00
General Ledger Reconciliation to Statement.....		418,494.82

Date	Reference	Deposit Description	Amount
✓ 11/08/2018	ACH	Tax Collector - Direct Deposit	16,301.47
✓ 11/19/2018	ACH	Tax Collector - Direct Deposit	107,576.94
✓ 11/30/2018	ACH	Tax Collector - Direct Deposit	397,112.72
✓ 11/30/2018	U/B DEP - MISC	Utility Payments	141.94
✓ 11/30/2018	U/B DEP - MISC	Utility Payments	67.92
✓ 11/30/2018	U/B DEP - OCT 2018	Utility Payments - OCT 2018 Stmt	350.00
✓ 11/30/2018	U/B DEP - OCT 2018	Utility Payments - OCT 2018 Stmt	1,128.36
✓ 11/30/2018	U/B DEP - OCT 2018	Utility Payments - OCT 2018 Stmt	2,837.58
✓ 11/30/2018	U/B DEP - OCT 2018	Utility Payments - OCT 2018 Stmt	804.45
✓ 11/30/2018	U/B DEP - OCT 2018	Utility Payments - OCT 2018 Stmt	5,897.55
✓ 11/30/2018	U/B DEP - OCT 2018	Utility Payments - OCT 2018 Stmt	363.21
✓ 11/30/2018	U/B DEP - OCT 2018	Utility Payments - OCT 2018 Stmt	2,351.77
✓ 11/30/2018	U/B DEP - OCT 2018	Utility Payments - OCT 2018 Stmt	1,145.28
✓ 11/30/2018	U/B DEP - OCT 2018	Utility Payments - OCT 2018 Stmt	3,399.95
✓ 11/30/2018	U/B DEP - OCT 2018	Utility Payments - OCT 2018 Stmt	703.88
✓ 11/30/2018	U/B DEP - OCT 2018	Utility Payments - OCT 2018 Stmt	2,456.32
Total Deposits:			542,639.34

Date	Check	To	Check Description	Amount
✓ 10/23/2018	0010213	GOULD, ANGELA	Invoices 90229-DR, 90229-OR	10.39
✓ 10/23/2018	0010216	Century Link	Phones Service - WTP & WWTP	646.85
✓ 10/29/2018	0010218	Hawkins	Invoices 4381912, 4381913	1,316.75
✓ 10/29/2018	0010219	LCEC	Electricity OCT 2018 - Water Treatment Facilities and Irrigation System	7,149.91
✓ 10/29/2018	0010220	SimplexGrinnell	Service Call - Alarm/Fire Control System	867.20
✓ 11/05/2018	EFT	Florida Department of Environmental Protection	FDEP Application Fee for Permit FLA141704010	3,000.00
✓ 11/15/2018	0010221	Century Link	Telephone Services - Utility Plant	272.82
✓ 11/15/2018	0010223	Hawkins	Invoices 4385131, 4385364, 4389012, 4389013, 4394155, 4395028	1,523.00
✓ 11/27/2018	0010224	CASSARO, JOE	Overpayment	5.75
✓ 11/27/2018	0010225	HERMES, SUZANE	Aug Final Payment - overpayment	15.00
✓ 11/27/2018	0010226	LICKI, RAY	overpayment	42.27
✓ 11/27/2018	0010227	PTAK, VICTOR	Load Credit from prior system	58.38
Total Checks:				14,908.32

Date	Reference	Adjustment Description	Amount
✓ 11/15/2018	TXFR	Transfer from MM account	25,000.00
✓ 11/26/2018	TXFR		-172,484.93
✓ 11/30/2018		Interest Earned	6.71

Run: 12/11/2018 @ 12:15 PM **Port of the Islands**
Reconciliation - Valley 1521 W/S CLOSED 12/2018

Page: 2

✓ 11/02/2018 NSF

ACH Reversal

-8.59

Total Adjustments: -147,486.81

Run: 12/11/2018 at 12:17 PM

Page: 1

Port of the Islands
Check Register from 11/01/2018 to 11/30/2018
Valley 1521 W/S CLOSED 12/2018

<u>Check</u>	<u>Date</u>	<u>Vendor / Description</u>	<u>Check / Payment</u>
0010224[VOID]	11/27/2018	[90100] JOE CASSARO (Overpayment)	5.75
0010225[VOID]	11/27/2018	[90266] SUZANE HERMES (Aug Final Payment - overpayment)	15.00
0010227[VOID]	11/27/2018	[90465] VICTOR PTAK (Load Credit from prior system)	58.38
0010226[VOID]	11/27/2018	[90788] RAY LICKI (overpayment)	42.27
0010221[VOID]	11/15/2018	[Century Link] Century Link (Telephone Services - Utility Plant)	272.82
EFT	11/05/2018	[Florida Department of Enviro] Florida Department of Environmental Protection (FDEP Application Fee for Permit FLA141704010)	3,000.00
0010222	11/15/2018	[Florida Utility Solutions] Florida Utility Solutions, Inc. (Utility Operation & Maintenance - OCT 2018)	38,440.80
0010223	11/15/2018	[HAWKINS] Hawkins (Invoices 4385131, 4385364, 4389012, 4389013, 4394155, 4395028)	1,523.00
<u>Total Checks:</u>			<u>43,358.02</u>

**Port of the Islands
Reconciliation - Valley National 1572 MM**

Run: 12/11/2018 @ 12:14 PM

Page: 1

Closing Balance from Previous Statement.....	10/31/2018	154,471.20
0 Deposits and Other Additions Totaling.....		0.00
0 Checks and Other Withdrawals Totaling.....		0.00
2 Adjustments Totaling.....		-40,000.00
0 Voids Totaling.....		0.00
Service Charge.....		0.00
Interest Earned.....	11/30/2018	249.30
Closing Balance for this Statement.....	11/30/2018	114,720.50
Difference.....		0.00

Cash Balance from General Ledger.....	11/30/2018	114,720.50
Open Activity from Bank Register.....		0.00
Adjustment for Service Charges and Interest.....		0.00
General Ledger Reconciliation to Statement.....		114,720.50

Date	Reference	Adjustment Description	Amount
✓ 11/15/2018	TXFR		-15,000.00
✓ 11/15/2018	TXFR		-25,000.00
✓ 11/30/2018		Interest Earned	249.30
Total Adjustments:			-39,750.70

**PORT OF THE ISLANDS
UTILITY BILLING AGING REPORT- Over 90 Days
FOR PERIOD 10/01/16 THRU 11/30/18**

OrgLookup	OrgName	Notes	BALANCE DUE
90224	GLOVER, RICHARD	Turned off 11/28/16	146.62
90783	KEY REAL ESTATE ADVISORS	Turned off 04/17/18	35.00
90327	KREMER, JOHN	Turned off 02/28/18	180.53
90333	LACEY, BRANDON	Turned off 12/16/17	159.44
90337	LAUFFER, JAMES		1.45
90401	MORGAN, STEPHEN & SUSAN	Turned off 01/05/18	82.85
90683	PIRIE, JOHN	Turned off 08/29/18	10.00
90816	RANDELL, MIKE	Turned off 12/05/18	87.27
90492	SAALFRANK, JOSEPH		10.02
90818	SAFFOLD, TERRENCE	Turned off 12/05/18	69.35
90533	STABER, REMEMBRANCE		66.06
90767	THOMAS, DARYL	Turned off 10/11/18	95.79
90594	TWENTE, DEANN	Turned off 01/16/18	49.48
90612	WHEELER, MARILYN	Turned off 06/13/18	52.82
90614	WIELGOS, DAN	Turned off 07/20/18	285.43
TOTAL			\$1,332.11



PORT OF THE ISLANDS CID

FIELD MANAGEMENT REPORT FOR DECEMBER 2018

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 12/04/18

1. Lake Management:

a. **Lake Maintenance:** The retention ponds are in fair shape this month. Shorelines weeds are increasing, 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 new concerns observed this month. Littorals are looking healthy around the retention ponds.
- ii. The bulrush in retention pond #2 remains present up to the headwall which can potentially impact the drainage flow from the roadway. We'll remind Earth Guard that they need keep these plants away from the headwall.



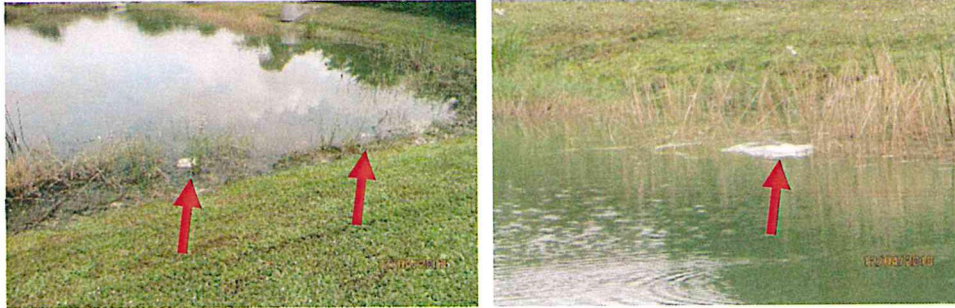
c. Shoreline Weeds: Weed concerns that should be addressed:

- i. A medium presence of torpedo grass was observed in all 3 retention ponds.
- ii. Cattails remain in retention pond #2.

Torpedo Grass



- d. **Submerged Weeds:** No concerns observed this month.
- e. **Algae:** None observed.
- f. **Fish:** No concerns observed this month.
- g. **Trash:** Numerous plastic bags and bottles were observed again around the 3 retention ponds along Cays Drive.



- h. **Lake Aeration:** No aeration present.
- i. **Shoreline Landscaping:** No concerns observed this month.
- j. **Lake Bank Erosion:** No concerns observed this month.

2. Roadways:

- a. **Asphalt:** No new concerns observed this month.
- b. **Potholes:** No new concerns observed this month.
- c. **Curbing / Storm Water Gutters:**
 - i. The storm water gutters at the end of Sunset Cay, Venus Cay, Windward Cay & Wilderness Cay remain filled with silt and weeds. The outlets should be cleared to open the flow ways towards the outfall structures. As requested from the Board at their November meeting we forwarded the information regarding the filter sock for the Windward Cay gutter to Soto on 11/26/18. We haven't received a response from them yet.

Windward Cay Gutter



Venus Cay Gutter



d. Street Signage:

- i. There is currently a leaning one-way sign at the entrance of Newport Drive and a leaning stop sign at the entrance of Cays Drive. We'll schedule a day for our maintenance man to be onsite to fix these along with replacing all missing blue fire hydrant roadway reflectors.
- ii. Someone has also installed a "No Outlet" sign on the Newport Drive post at the entrance of the community.



e. Roadway Landscaping:

- i. Soto's Landscaping was in the process of trimming the bushes along the roadway next to the water plant during this inspection.
- ii. The large dead tree next to the hotel entrance has been reported to the hotel manager Juli Ballard. The tree has a green ribbon around it so we assume it's scheduled to be removed. We'll follow-up with Juli next month if it's still present.



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

3. Sidewalks:

- a. JL23 Pressure Cleaning was awarded the job to pressure clean all the sidewalks along Cays Drive, Sunset Cay, Venus Cay, Windward Cay and Wilderness Cay.

They are scheduled to begin the project on December 17th, 2018. While onsite they will also be pressure washing the front monuments at no additional charge.



- b. Multiple Brazilian Pepper branches are encroaching over the sidewalk along Cays Drive which need to be cut back. People walking on the sidewalk can get hit by them if they're not careful.



4. Storm Drainage System:

- a. **Catch Basins:** No new concerns observed this month.

b. **Water Control Structures (WCS):**

- i. **Sunset Cay:** No concerns observed.
- ii. **Venus Cay:** No concerns observed.
- iii. **Windward Cay:** No concerns observed.
- iv. **Wilderness Cay:** No concerns observed.

v. **Retention Ponds:**

- 1 Silt has built up around the baffle for the water control structure on the 3rd retention pond on Cays Drive. The silt should be removed to allow for optimal water flow.

- 2 Vegetation around each of the outflow pipes for the retention ponds needs to be cut back to allow for optimal drainage flow. Right now, the pipe outlets are inaccessible which could be an issue if there's a blockage. We'll have our maintenance technician clean out these areas the next time he's scheduled to be onsite.

Very Small to No Opening



Outflow Pipe behind Vegetation



- c. **Flumes:** All the roadway / sidewalk flumes along Venus Cay, Windward Cay & Wilderness Cay remain with debris / silt in them. Soto is currently in the process of putting together a proposal for this maintenance task.



d. Culverts:

- i. About 50% of the culverts along Newport Drive have at least a low presence of silt & debris in them. They should all be inspected and cleaned out prior to the next rainy season.

278 Newport Drive



- ii. The homeowners at 114 Newport Cay will be receiving a letter from PDM informing them they have to clean out the culvert underneath their driveway. The homeowners recently had a paver style driveway installed which has caused the problem.

Culvert Location



- 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. Soto’s Landscaping was sent my latest reports on 10/30/18 showing all the concern areas that are potentially too high and need to be lowered down to allow for proper drainage. The District Manager’s meeting notes from the 11/16 CID meeting stated that Soto didn’t have all the drainage swales identified in his proposal for cleaning or restoring to the original grade, so we were asked to get together with Soto to identify what needs to be done. We sent Soto a request on 11/26 to meet up and we’re currently waiting for a response back.

5. Front Entrance Monuments: The following issues were observed this month.

- a. **Main Monument:** No new concerns observed this month.
- b. **Side Monuments:** Besides for several dead shrubs and a dying pigmy date palm at the Cays Drive (exit side) monument no other concerns were observed.



- c. **Landscaping:** No new concerns observed this month.
- d. **Flag Pole:** No issues observed.
- e. **41 Median:** Several pieces of trash were observed within the median.
- f. **Cays Drive Entrance:** We noticed that the timers for the lights haven't been adjusted yet for daylight savings, so we went ahead and adjusted them. The clocks are now on the correct time and the lights are now running from 5:30 pm to 7:00 am.



- g. **Union Road Entrance:** No concerns observed this month.

6. Irrigation System: No new concerns observed this month.

7. Mosquito Spraying:

- a. Mosquito sprayer / trailer: No concerns observed.
- b. Below is the list of dates that mosquito spraying has been completed so far for FY 2018 / 2019. We haven't received an updated list since the beginning of September. Several requests asking for an updated list have been sent.

Date	LCRM	Wind Dir	~MPH	Gal Used
6/11/2018	5	W	Slight	0.34
6/13/2018	5	SW	Slight	0.36
6/25/2018	5	SW	Slight	0.35
6/27/2018	5	W	Slight	0.34
6/29/2018	5	W	Slight	0.33
7/2/2018	5	SW	Slight	0.33
7/4/2018	5	W	Slight	0.35
7/6/2018	5	W	Slight	0.34
7/11/2018	5	SW	Slight	0.33
7/13/2018	5	W	Slight	0.32
7/18/2018	5	W	Slight	0.34
7/20/2018	5	SW	Slight	0.36
7/23/2018	5	SW	Slight	0.33
7/25/2018	5	S	Slight	0.35
7/27/2018	5	SW	Slight	0.32
7/30/2018	5	sw	Slight	0.34
8/1/2018	5	S	Slight	0.3
8/3/2018	5	S	Slight	0.33
8/6/2018	5	w	Slight	0.35
8/8/2018	5	SW	Slight	0.31
8/10/2018	5	SW	Slight	0.33
8/15/2018	5	W	Slight	0.29
5/17/2018	6	SW	Slight	0.35

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

9. **Non-CID Issues Observed:** No concerns observed this month.

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 checked="" type="checkbox"/> Osprey	<input checked="" type="checkbox"/> Ibis
<input type="checkbox"/> Woodstork	<input type="checkbox"/> Otter	<input checked="" type="checkbox"/> Alligators	<input checked="" type="checkbox"/> Snakes
<input checked="" type="checkbox"/> Turtles	<input checked="" type="checkbox"/> Other Species: <u>Ducks</u>		

11. **CID Project Updates:**

a. **Sidewalk Pressure Cleaning:** Scheduled to begin on December 17th, 2018.

12. **Follow-Up Items from this Inspection:**

- a. Remind Earth Guard to spray back the bulrush in retention pond #2.
- b. Replace the missing fire hydrant roadway reflector on Newport Drive (across from Hotel / Fire Station), Newport Cay entrance and on Peacock Lane next to Swan Way. Pending site visit from our maintenance staff.
- c. Straighten the leaning one-way sign on Newport Drive and the leaning stop sign on Cays Drive. Pending site visit from our maintenance staff.
- d. Remove the vegetation away from the drain pipe mitered ends for retention ponds 1, 2 & 3. Pending site visit from our maintenance staff.
- e. Check the landscape light timers to see if they have been adjusted for daylight savings. Light timers for Cays Drive monuments weren't adjusted so we went ahead and completed the task.

13. **Water Treatment Plant:**

- a. **Fire Hydrants:** The fire hydrant on Newport Drive across from the hotel & fire station is missing a roadway reflector. We'll replace it the next time our maintenance technician is onsite.
- b. **Meter Boxes:** No concerns observed this month.
- c. **Wells:** No new concerns observed this month.
- d. **Boil Water Notices:** No notices issued this month.

e. **Line Breaks / System Concerns:** No issues observed this month.

14. Recommended Follow Up Actions for the Board to Consider:

POI CID			
FY 2019 Recommended Project / Maintenance Tasks			
POI RECOMMENDED MAINTENANCE TASKS: UPDATED 12/05/18	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		
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		
Pressure wash the sidewalk along Cays Dr. where the algae / grime is forming.	8/1/2017	JL23	December 17th
Have the broken electrical box near the entrance to the sales center repaired.	8/1/2017		
Pressure wash the front entrance monuments.	4/2/2018	JL23	December 17th
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 roadway / sidewalk culverts along Venus Cay, Windward Cay & Wilderness Cay cleaned out.	7/30/2018	Soto	Pending
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
Clean out the storm water gutter at the end of Venus Cay.	8/31/2018	Soto	Pending
Clean the roadway signs at Cays Drive / Wilderness Cay & at the Eveningstar Cay.	8/31/2018		



*Florida Utility
Solutions*

**PORT OF THE ISLANDS CID
MONTHLY PLANT OPERATIONS
REPORT NOVEMBER 2018**



Wastewater Plant

**Received and treated
1.5 million gallons in
November**

Water Plant

**Produced and
distributed 1.9 million
gallons in November**

REUSE

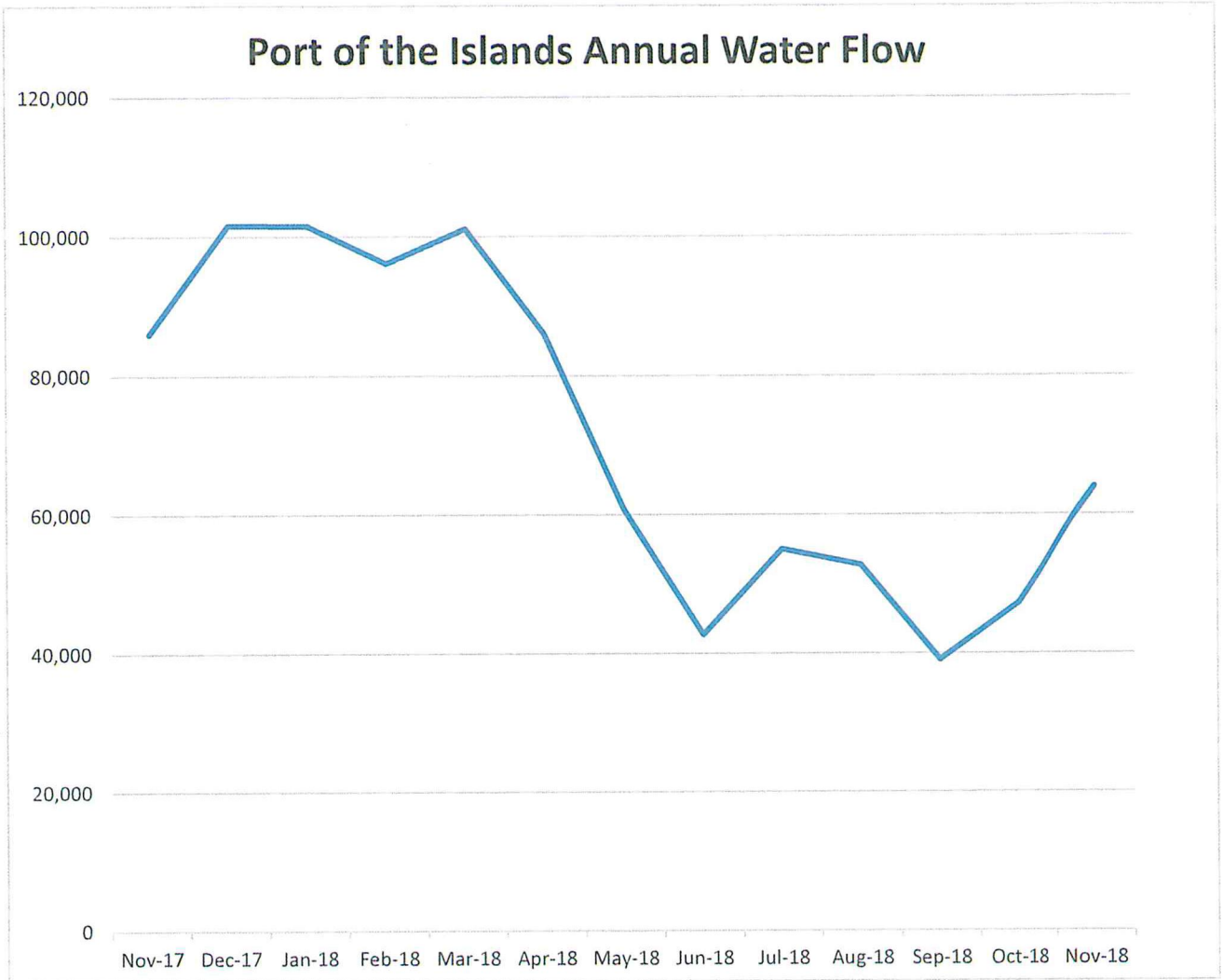
**Distributed 10 million
gallons in November**

**FLORIDA UTILITY
SOLUTIONS**

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

239-435-0951

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Port of the Islands Drinking Water Monthly Flow Average

Utility Monthly Update - 2018

WTP - Water Treatment Plant

- Water plant is operating as designed
- Calcite Tank has been delivered

WELLS

- All OK

WWTP - Waste Water Treatment Plant

- Daily Process control – is producing acceptable effluent
- Bar Screen has been installed
- DEP completed site visit as part of permit renewal

FIRE STATION PUMPS

- All OK

LIFT STATIONS

- All lift stations are functioning properly

REUSE

- All OK

DISTRIBUTION

- Meters were read during week of December 10th
- Received 13 requests for meter research or issues