

Date Distributed: August 9th, 2019

**PORT OF THE ISLANDS
COMMUNITY IMPROVEMENT DISTRICT**



**AUGUST 16, 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

August 9st, 2019

Dear Supervisors,

The regular meeting of the Port of The Islands Community Improvement District Board of Supervisors will be held on Friday, August 16th, 2019 at 9 a.m. at the Orchid Cove Clubhouse on 25005 Peacock Lane in Naples, FL. The Agenda is included in Section 2 and the points of interest are as follows:

- As per usual, enclosed are the regular Meeting Minutes and the Financials for July.
- This meeting will include the Budget Adoption Public Hearing and Resolutions 2019-04 & 2019-05, for Approval of the budget and Authorizing Assessment is included. The budget itself will be sent under separate cover.
- Field Manager & Operations Report for August 2019.
- A Letter of Objection regarding the dock Assessment Increase is also enclosed.
- Any other information or handouts will be distributed at the meeting

Any supporting documents not enclosed will be distributed at the meeting. The **next meeting is scheduled for September 20, 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 Community Improvement District Meeting Agenda

August 16, 2019 at 9:00 AM

1. Call to Order and Roll Call
 2. Approval of the Agenda
 3. Audience Comments on Agenda Items
 4. Budget Public Hearing
 - A. Resolution 2019-04
 - B. Resolution 2019-05
 5. Approval of Meeting Minutes
 - A. Regular Meeting Minutes from July 19, 2019
 6. Communications
 - A. Letter of Objection to Assessments
 7. Staff Reports
 - A. Utility Operations
 - i. Utility Operations for August.
 - B. Review of Landscape Maintenance Performance
 - i. Review of Inspection Report
 - ii. Irrigation Concerns
 - C. Managers Report
 - i. Financial Statements for Period Ending July 30, 2019
 - ii. Utility Billing Updates
 - iii. Website ADA Compliance
 - iv. Mosquito Spraying
 - D. Field Manager
 - i. Field Report for August
 - ii. Other Follow Up Items
 - E. Engineer's Report
 - F. Attorneys Report
 - i. Parcel 13 Water Frontage
 8. Old Business
 - A. Drainage System Cleaning and Maintenance Plan
 - B. Fire Hydrant Painting Update
 - C. Highway Stripping and Asphalt Repair Update
 9. New Business
-

A. Sidewalk Repairs

10. Supervisor's Requests and/or Comments

11. Audience comments

12. Adjournment

Next Meeting: September 20, 2019 at 9:00 AM





**WOODS • WEIDENMILLER
MICHETTI • RUDNICK**
 Gregory N. Woods
Board Certified Civil Trial Lawyer
Board Certified Business Litigation Lawyer
 gwoods@wwmrglaw.com

August 8, 2019

Via E-Mail: (info@cddmanagement.com)

Premier District Management, LLC
 Attn: Calvin Teague
 3820 Colonial Blvd., Suite 101
 Fort Myers, FL 33966

Re: Port of the Islands Community Improvement District (the "District")/ Prepmac, llc

Dear Mr. Teague:

This Firm has been retained to represent Prepmac, LLC ("Prepmac") with regard to increased assessments and the upcoming August 16, 2019 Public Hearing. We are responding to your Notice correspondence of July 19, 2019.

Please be advised that your July 16, 2019 letter of notification to Prepmac attempting to "lump" multiple properties into one notice is improper under Florida law. This correspondence shall serve as Prepmac's written objections timely submitted in response to your Amended July 19, 2019 Notice. The proposed Budget and increased assessments are improper under Florida law for a variety of reasons, some of which are as follows:

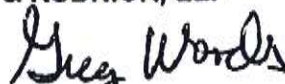
1. The proposed increase in assessments is improperly targeted at only two classes of property owners in the District as opposed to a uniform increase to all property owners in the District;
2. The proposed increase exceeds the amount the District may increase assessments in a given tax year;
3. The proposed increase does not reflect actual usage by the affected parties as compared to unaffected parties and the effect of this differential on the District's operations and expenses;
4. The District's decision to try to increase assessments against boat slip owners and hotel unit owners is not supported by appropriate studies;
5. The proposed assessments violate the District's own analysis supporting the original assessment;
6. The District's Notice was defective;
7. The proposed increase violates Prepmac's property and due process rights under both the Florida and United States constitutions; and

8. The proposed Notice and assessment also violate F.S. Chapter 190.

Please let this also serve as Prepmac's demand for a copy of the old Budget and new proposed Budget. Further, demand, under the Florida Public Records Act, is made for copies of all documents supporting the basis for the amount of the increase in assessments to the affected property owners, including Prepmac. These documents should be sent to the undersigned by 5:00 pm Tuesday August 13, 2019.

Sincerely,

**WOODS, WEIDENMILLER, MICHETTI
& RUDNICK, LLP**



Gregory N. Woods

Enclosure

cc: Client

PORT OF THE ISLANDS

Community Improvement District

Annual Operating and Debt Service Budget

Fiscal Year 2020

Approved Tentative Budget - May 17, 2019

Port of the Islands Community Improvement District
Statement of Revenues, Expenditures and Changes in Fund Balances
Fiscal Year 2020 Operating Budget

<i>Operating Fund</i>	<u>Actual</u> <u>FY 2017</u>	<u>Budget</u> <u>FY 2018</u>	<u>Actual</u> <u>FY 2018</u>	<u>Budget</u> <u>FY 2019</u>	<u>Actual YTD</u> <u>OCT-FEB</u>	<u>Projected</u> <u>MAR-SEP</u>	<u>Total</u> <u>Projected</u> <u>FY 2019</u>	<u>Proposed</u> <u>Budget</u> <u>FY 2020</u>
REVENUES								
001.361001.0000 Interest - Investments	1,020	6,617	6,041	3,500	5,524	2,042	7,566	8,000
001.363010.0000 Special Assmnts- Tax Collector	398,792	323,431	323,263	324,776	293,071	31,705	324,776	360,524
001.363011.0000 Interest - Tax Collector	41,773	100	45	-	112	-	112	112
001.363020.0000 Special Assmnts- District Collected	1,345	1,345	1,345	34,641	-	-	-	34,641
001.363050.0000 Special Assmnts- Uncollectable	-	-	-	(34,641)	-	(34,641)	(34,641)	(34,641)
001.363090.0000 Special Assmnts- Discounts	(8,818)	(11,543)	(11,543)	(17,223)	(7,921)	-	(7,921)	(14,421)
001.369900.0000 Other Miscellaneous Revenues	10,990	5,500	5,249	-	12,219	-	12,219	5,000
Total Revenues	445,102	325,450	324,400	311,053	303,005	(894)	302,111	359,216
EXPENSES								
<u>Administrative</u>								
001.511001.0000 P/R-Board Of Supervisors	5,600	6,500	6,501	7,000	2,400	3,500	5,900	7,000
001.521001.0000 Employment Taxes	428	887	497	536	144	210	354	536
001.521002.0000 P/R - Processing Fees	25	218	267	600	158	350	508	600
001.531013.0000 Profserv-Engineering	16,453	10,000	13,777	12,500	4,679	7,200	11,879	12,000
001.531023.0000 Profserv-Legal Services	15,241	13,500	14,093	12,500	3,304	5,600	8,904	12,000
001.531027.0000 Profserv-Mgmt Consulting Serv	42,264	42,130	42,130	43,394	18,081	25,313	43,394	44,696
001.531035.0000 Profserv-Property Appraiser	3,876	4,851	4,857	4,851	700	4,151	4,851	4,850
001.531038.0000 Profserv-Special Assessment	1,424	-	-	-	-	-	-	-
001.532002.0000 Auditing Services	3,500	3,500	3,500	3,500	-	3,500	3,500	3,500
001.541006.0000 Postage And Freight	27	50	26	350	-	300	300	300
001.544001.0000 Rental - Meeting Room	175	150	150	350	75	150	225	250
001.545002.0000 Insurance-General Liability	7,810	5,945	7,803	8,000	3,194	4,797	7,991	8,000
001.547001.0000 Printing And Binding	-	100	-	600	-	500	500	500
001.548002.0000 Legal Advertising	922	1,000	1,211	1,000	-	583	583	583
001.549001.0000 Miscellaneous Services	50	1,500	1,500	500	185	292	477	476
001.549009.0000 Misc-Bank Charge	475	-	-	-	-	-	-	-
001.549070.0000 Misc-Assessmnt Collection Cost	6,303	7,468	7,362	6,468	5,703	1,000	6,703	6,500
001.549915.0000 Misc-Web Hosting	180	250	204	-	-	-	-	-
001.551002.0000 Office Supplies	-	100	-	200	-	-	-	200

Port of the Islands Community Improvement District
Statement of Revenues, Expenditures and Changes in Fund Balances
Fiscal Year 2020 Operating Budget

<i>Operating Fund</i>	<u>Actual</u> <u>FY 2017</u>	<u>Budget</u> <u>FY 2018</u>	<u>Actual</u> <u>FY 2018</u>	<u>Budget</u> <u>FY 2019</u>	<u>Actual YTD</u> <u>OCT-FEB</u>	<u>Projected</u> <u>MAR-SEP</u>	<u>Total</u> <u>Projected</u> <u>FY 2019</u>	<u>Proposed</u> <u>Budget</u> <u>FY 2020</u>
001.554007.0000 Annual District Filing Fee	175	175	175	175	175	-	175	175
001.566060.0000 Real Estate Taxes	-	19,000	18,510	-	-	-	-	-
Total Administrative	104,928	117,324	122,663	102,524	38,798	57,446	96,244	102,166
Field								
001.534001.0000 Contracts-Field Services	46,809	25,000	28,167	25,000	11,373	13,627	25,000	25,000
001.543006.0000 Electricity-Streetlighting	18,239	19,000	20,847	19,000	7,724	11,000	18,724	19,000
001.546007.0000 R&M-Renewal and Replacement	2,856	11,000	10,089	5,000	2,850	2,150	5,000	5,000
001.549069.0000 Misc-Hurricane	-	20,000	18,232	-	-	-	-	36,000
001.566049.0000 R&M-Storm Water Drainage	-	4,000	3,711	3,000	218	2,200	2,418	3,000
Total Field	67,904	79,000	81,046	52,000	22,165	28,977	51,142	88,000
Landscape & Irrigation								
001.534050.0000 Contracts-Landscape	75,927	99,974	93,072	82,830	34,962	49,889	84,851	85,524
001.546139.0000 Utility-Irrigation	12,918	12,200	10,697	15,000	5,160	9,000	14,160	15,000
001.566041.0000 R&M-Irrigation	-	71,500	72,713	10,000	2,668	6,000	8,668	28,500
Total Landscape & Irrigation	88,845	183,674	176,482	107,830	42,790	64,889	107,679	129,024
Roads & Sidewalks								
001.546085.0000 R&M-Signage	1,318	500	93	1,000	138	500	638	750
001.546138.0000 R&M-Roads & Alleyways	13,000	1,000	1,013	5,000	4,000	2,000	6,000	9,775
Total Roads & Sidewalks	14,318	1,500	1,106	6,000	4,138	2,500	6,638	10,525
Mosquito Control								
001.534051.0000 Contracts-Mosquito Treatment	2,093	13,000	9,972	19,500	4,935	6,909	11,844	19,000
001.534052.0000 Chemicals-Mosquito Spray	-	1,000	368	10,000	-	7,500	7,500	7,500
001.546040.0000 R&M-Mosquito Control	7,663	12,000	11,742	5,000	-	3,000	3,000	3,000
Total Mosquito Control	9,756	26,000	22,082	34,500	4,935	17,409	22,344	29,500
Other Sources/Uses								
001.581000.0000 Use Operating Reserves	53,342	-	-	-	-	-	-	-
001.581010.0000 Use - Collection Fee	14,151	-	-	-	-	-	-	-
Total Other Sources/Uses	67,493	-	-	-	-	-	-	-

Port of the Islands Community Improvement District <i>Statement of Revenues, Expenditures and Changes in Fund Balances</i> Fiscal Year 2020 Operating Budget
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<i>Operating Fund</i>	<u>Actual</u> <u>FY 2017</u>	<u>Budget</u> <u>FY 2018</u>	<u>Actual</u> <u>FY 2018</u>	<u>Budget</u> <u>FY 2019</u>	<u>Actual YTD</u> <u>OCT-FEB</u>	<u>Projected</u> <u>MAR-SEP</u>	<u>Total</u> <u>Projected</u> <u>FY 2019</u>	<u>Proposed</u> <u>Budget</u> <u>FY 2020</u>
Total Expenses	353,244	407,498	403,279	302,854	112,826	171,221	284,047	359,215
Excess Revenue Over (Under) Expenditures	91,858	(82,048)	(78,879)	8,199	190,179	(172,115)	18,064	(0)

Port of the Islands Community Improvement District
Statement of Revenues, Expenditures and Changes in Fund Balances
Fiscal Year 2020 Water & Sewer Budget

<i>Water & Sewer Fund</i>	<u>Actual</u> FY 2017	<u>Budget</u> FY 2018	<u>Actual</u> FY 2018	<u>Budget</u> FY 2019	<u>Actual YTD</u> OCT-FEB	<u>Projected</u> MAR-SEP	<u>Total</u> <u>Projected</u> FY 2019	<u>Proposed</u> <u>Budget</u> FY 2020
REVENUES								
202.361001.0000 Interest - Investments	173	123	88	500	379	292	671	700
202.361003.0000 Water Revenue	52,065	60,000	60,386	83,078	32,664	42,000	74,664	84,370
202.361004.0000 Sewer Revenue	74,475	90,000	85,103	115,420	48,953	61,908	110,861	125,273
202.361005.0000 Irrigation Fees	94,156	110,000	93,993	103,477	57,112	63,570	120,682	136,371
202.361006.0000 Meter Fees	7,950	500	270	2,500	-	1,500	1,500	1,500
202.363010.0000 Special Assmnts- Tax Collector	1,425,471	1,232,155	1,230,715	1,240,329	1,119,319	121,010	1,240,329	1,259,062
202.363011.0000 Interest - Tax Collector	107,443	100	87	-	429	-	429	-
202.363020.0000 Special Assmnts- District Collected	8,174	8,235	8,174	181,335	-	-	-	105,779
202.363050.0000 Special Assmnts- Uncollectable	-	-	-	(181,335)	-	-	-	(105,779)
202.363090.0000 Special Assmnts- Discounts	(36,418)	(44,788)	(43,585)	(49,286)	(30,253)	(28,750)	(59,003)	(50,362)
202.369900.0000 Other Miscellaneous Revenues	3,426	15,000	14,706	-	3,105	-	3,105	-
Total Revenues	1,736,915	1,471,325	1,449,937	1,496,018	1,231,708	261,530	1,493,238	1,666,913
EXPENSES								
<u>Personnel & Administration</u>								
202.511001.0000 P/R-Board Of Supervisors	5,600	7,000	6,500	7,000	2,400	3,500	5,900	7,000
202.521001.0000 Employment Taxes	428	896	497	536	144	210	354	536
202.521002.0000 P/R - Processing Fees	25	215	267	30	157	150	307	720
202.531002.0000 ProfServ-Engineering	28,259	17,500	22,909	12,500	9,575	7,292	16,867	16,000
202.531003.0000 ProfServ-Legal Services	12,983	12,000	12,411	12,500	1,320	5,600	6,920	12,000
202.531027.0000 ProfServ-Mgmt Consulting Serv	42,130	42,130	42,130	43,394	18,081	25,313	43,394	44,696
202.531035.0000 ProfServ-Property Appraiser	14,579	18,582	18,487	18,482	700	10,781	11,481	11,481
202.531045.0000 ProfServ-Special Assessment	1,128	-	-	-	-	-	-	-
202.532002.0000 Auditing Services	3,500	3,500	3,500	3,500	-	3,500	3,500	3,500
202.541006.0000 Postage And Freight	1,099	500	426	700	-	700	700	700
202.544001.0000 Rental - Meeting Room	175	350	150	350	75	300	375	350
202.545002.0000 Insurance - General Liability	8,476	6,802	8,467	7,800	3,836	4,550	8,386	8,386
202.547001.0000 Printing And Binding	-	100	-	100	-	58	58	200
202.548002.0000 Legal Advertising	357	1,000	695	1,000	-	1,000	1,000	1,000
202.549001.0000 Miscellaneous Services	225	2,250	1,331	2,250	-	1,400	1,400	2,250

Port of the Islands Community Improvement District
Statement of Revenues, Expenditures and Changes in Fund Balances
Fiscal Year 2020 Water & Sewer Budget

<i>Water & Sewer Fund</i>	<u>Actual</u> FY 2017	<u>Budget</u> FY 2018	<u>Actual</u> FY 2018	<u>Budget</u> FY 2019	<u>Actual YTD</u> OCT-FEB	<u>Projected</u> MAR-SEP	<u>Total</u> <u>Projected</u> FY 2019	<u>Proposed</u> <u>Budget</u> FY 2020
202.549002.0000 Utility Billing Supplies	1,139	3,200	2,272	2,000	1,181	1,167	2,348	2,400
202.549009.0000 Misc-Bank Charge	990	100	46	-	-	-	-	-
202.549070.0000 Misc-Assessmnt Collection Cost	23,954	24,642	22,611	22,130	21,781	700	22,481	22,130
202.551002.0000 Office Supplies	281	200	-	200	-	117	117	200
202.559001.0000 Depreciation Expense	480,287	-	480,300	-	-	-	-	-
202.561003.0000 Communication - Telephone - Field	3,998	4,404	3,569	4,400	1,753	2,567	4,320	4,400
Total Personnel & Administration	629,613	145,371	626,568	138,872	61,003	68,905	129,908	137,949
Water & Sewer Combined Svcs								
202.549069.0000 Misc-Hurricane	18,357	20,000	-	-	-	-	-	50,000
202.563001.0000 Utility - General	71,836	69,000	68,839	78,000	30,180	45,500	75,680	76,000
202.563002.0000 Utility - New Connections	-	1,500	-	3,500	-	1,500	1,500	1,500
202.564001.0000 Contracts-Mgmt Services	300,315	327,400	330,836	322,770	117,314	205,303	322,617	351,948
202.564033.0000 Contracts-Utility Billing	22,043	20,000	20,000	20,600	8,583	12,017	20,600	21,218
202.564034.0000 Contracts-Generator Maint	2,265	1,750	-	500	-	300	300	500
202.566042.0000 R&M-Lift Station	-	7,000	6,357	7,000	450	4,000	4,450	22,215
202.566043.0000 R&M-Potable Water Lines	14,686	21,000	19,918	19,000	-	10,000	10,000	15,000
202.566044.0000 R&M-Water Plant	32,304	31,200	38,952	31,000	20,176	10,000	30,176	40,000
202.566045.0000 R&M-Waste Water Plant	48,383	41,300	45,611	16,000	6,203	9,333	15,536	20,000
202.566046.0000 R&M-Sewer Lines	4,600	5,100	4,506	5,200	-	3,000	3,000	5,000
202.566047.0000 R&M-Backflow Inspection	-	14,200	13,680	13,680	-	13,000	13,000	13,000
202.566048.0000 R&M-Instrumentation	-	1,000	-	5,000	-	2,917	2,917	5,000
202.567000.0000 Misc-Bad Debt	-	1,600	1,529	-	-	-	-	-
202.567001.0000 Misc-Licenses & Permits	1,000	3,375	1,611	3,000	3,000	-	3,000	3,000
202.567002.0000 Compliance Sampling	10,912	19,000	18,809	22,150	5,567	7,000	12,567	15,000
202.567003.0000 Chemicals-Water Operations	15,754	26,000	25,089	25,000	7,504	14,583	22,087	25,000
202.567004.0000 Chemicals-Wastewater Operations	4,941	15,000	13,253	15,000	4,155	8,750	12,905	15,000
202.567005.0000 Sludge Disposal	16,020	26,000	25,810	20,000	896	11,667	12,563	15,000
202.569000.0000 Capital Outlay-WWTP	1,754	-	-	-	49,285	-	49,285	209,049
Total Water & Sewer Combined Svcs	665,170	661,425	634,800	607,400	253,313	368,870	612,183	903,430

Port of the Islands Community Improvement District <i>Statement of Revenues, Expenditures and Changes in Fund Balances</i> Fiscal Year 2020 Water & Sewer Budget
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<i>Water & Sewer Fund</i>	<u>Actual</u> FY 2017	<u>Budget</u> FY 2018	<u>Actual</u> FY 2018	<u>Budget</u> FY 2019	<u>Actual YTD</u> OCT-FEB	<u>Projected</u> MAR-SEP	<u>Total</u> <u>Projected</u> FY 2019	<u>Proposed</u> <u>Budget</u> FY 2020
Debt Service								
202.571001.0000 Principal Debt Retirement	-	457,157	-	457,157	-	457,157	457,157	457,157
202.572001.0000 Interest Expense	20,463	59,377	88,221	58,377	22,376	36,001	58,377	58,377
202.572002.0000 Redemption Fee	-	-	-	-	-	-	-	-
202.573002.0000 DS Costs Of Issuance	25,390	-	-	-	-	-	-	-
Total Debt Service	45,853	516,534	88,221	516,534	22,376	493,158	516,534	516,534
Other Sources/Uses								
202.386000.0000 Proceeds From Sale of Capital Assets	(1,650)	-	-	-	-	-	-	-
202.581000.0000 Use Operating Reserves	634	-	-	-	-	-	-	-
202.581010.0000 Use - Collection Fee	36,387	-	-	-	-	-	-	-
Total Other Sources/Uses	35,371	-	-	-	-	-	-	-
Total Expenses	1,276,007	1,313,330	1,349,589	1,261,806	336,692	920,933	1,257,625	1,556,913
Excess Revenue Over (Under) Expenditures	460,908	167,995	100,348	234,212	895,016	(659,403)	235,613	0

Port of the Islands Community Improvement District
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COMPARISON OF ASSESSMENT RATES

Fiscal Year 2019 to 2020

Product	Operations & Maintenance				Water / Sewer				Total Assessments per Unit			Total Units
	O&M ERC	FY 2019	FY 2020	Percent Change	W/S ERC	FY 2019	FY 2020	Percent Change	FY 2019	FY 2020	Percent Change	
Hotel Room	1.00	237.27	395.45	67%	0.60	1,021.80	1,021.80	0%	1,259.07	1,417.25	13%	86
Condo Unit	1.00	395.45	395.45	0%	0.80	1,362.40	1,362.40	0%	1,757.85	1,757.85	0%	511
Single Family	1.00	395.45	395.45	0%	1.00	1,703.00	1,703.00	0%	2,098.45	2,098.45	0%	164
Boat Slip up to 40 feet (water only)	0.40	31.64	158.18	400%	0.08	136.24	136.24	0%	167.88	294.42	75%	105
Boat Slip up to 40 feet (water & sewer)	0.40	31.64	158.18	400%	0.20	272.48	340.60	25%	304.12	498.78	64%	33
Boat Slip 40 feet and larger	0.40	N/A	158.18	N/A	0.40	N/A	681.20	N/A	N/A	839.38	N/A	37

RESOLUTION 2019-04**A RESOLUTION OF THE PORT OF THE ISLANDS COMMUNITY IMPROVEMENT DISTRICT RELATING TO THE ANNUAL APPROPRIATIONS OF THE DISTRICT AND ADOPTING THE BUDGET FOR THE FISCAL YEAR 2020, AND REFERENCING THE MAINTENANCE AND BENEFIT SPECIAL ASSESSMENTS TO BE LEVIED BY THE DISTRICT FOR SAID FISCAL YEAR**

WHEREAS, the District Manager has, prior to the fifteenth (15th) day in June 2019, submitted to the Board of Supervisors (the "Board") a proposed budget for the next ensuing budget year along with an explanatory and complete financial plan for each fund of the District, pursuant to the provisions of Section 190.008(2)(a), Florida Statutes; and

WHEREAS, at least sixty (60) days prior to the adoption of the proposed annual budget and any proposed long-term financial plan or program of the District for future operations (the "Proposed Budget") the District did file a copy of the Proposed Budget with the general purpose local governing authorities having jurisdiction over the area included in the District pursuant to the provisions of Section 0(2)(b) Florida Statutes; and

WHEREAS, on May 17, 2019, the Board set August 16, 2019, as the date for a public hearing thereon and caused notice of such public hearing to be given by publication pursuant to Section 190.08(2)(a) Florida Statutes; and

WHEREAS, Section 190.008(2)(a), Florida Statutes requires that, prior to October 1st of each year, the District Board by passage of the Annual Appropriation Resolution shall adopt a budget for the ensuing fiscal year and appropriate such sums of money as the Board deems necessary to defray all expenditures of the District during the ensuing fiscal year; and

WHEREAS, the District Manager has prepared a Proposed Budget on a Cash Flow basis, whereby the budget shall project the cash receipts and disbursements anticipated during a given time period, including reserves for contingencies for emergency or other unanticipated expenditures during the fiscal year; and

WHEREAS, Section 190.021, Florida Statutes provides that the Annual Appropriation Resolution shall also fix the Maintenance Special Assessments and Benefit Special Assessments upon each piece of property within the boundaries of the District benefited, specifically and peculiarly, by the maintenance and/or capital improvement programs of the District, such levy representing the amount of District assessments necessary to provide for payment during the ensuing budget year of all properly authorized expenditures to be incurred by the District, including principal and interest of special revenue, capital improvement and/or benefit assessment bonds, in order for the District to exercise its various general and special powers to implement its single and specialized infrastructure provision purpose; and

WHEREAS, the Board of Supervisors of the Port of the Islands Community Improvement District finds and determines that the non-ad valorem special assessments it imposes and levies by this Resolution for maintenance on the parcels of property involved will constitute a mechanism by which the property owners lawfully and validly will reimburse the District for those certain special and peculiar benefits the District has determined are received by, and flow to, the parcels of property from the systems, facilities and services being provided, and that the special and peculiar benefits are apportioned in a manner that is fair and reasonable in accordance with applicable assessment methodology and related case law; and

WHEREAS, the Chair of the Board of Supervisors may designate the District Manager or other person to certify the non-ad valorem assessment roll to the Tax Collector in and for Collier County political subdivision on compatible electronic medium tied to the property identification number no later than 15 September 2019 so that the Tax Collector may merge that roll with others into the collection roll from which the November tax notice is to be printed and mailed; and

WHEREAS, the proceeds from the collections of these imposed and levied non-ad valorem assessments shall be paid to the Port of the Islands Community Improvement District; and

WHEREAS, the Tax Collector, under the direct supervision of the Florida Department of Revenue performs the state work in preparing, mailing out, collecting and enforcing against delinquency the non-ad valorem assessments of the District using the Uniform Collection Methodology for non-ad valorem assessments; and

WHEREAS, if the Property Appraiser and the Tax Collector have adopted a different technological procedure for certifying and merging the rolls, then that procedure must be worked out and negotiated with Board approval through the auspices of the District Manager before there are any deviations from the provisions of Section 197.3632, Fla. Stat., and Rule 12D-18, Florida Administrative Code.

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

Section 1. The provisions of the whereas clauses are true and correct and are incorporated herein as dispositive.

Section 2. Budget

- a. That the Board of Supervisors has reviewed the District Manager's Proposed Budget, a copy of which is on file with the office of the District Treasurer and the office of the Recording Secretary, and is hereby attached to this resolution, and hereby approves certain amendments thereto, as shown in Section 2 below.
- b. That the District Manager's Proposed Budget, as amended by the Board, is adopted hereby in accordance with the provisions of Section 190.008(2)(a), Florida Statutes and incorporated herein by reference; provided, however, that the comparative figures contained in the adopted budget may be revised subsequently as deemed necessary by the District Manager to reflect actual revenues and expenditures for the Fiscal Year 2020 and/or revised projections for Fiscal Year 2019.

- c. That the adopted budget, as amended, shall be maintained in the office of the District Treasurer and the District Recording Secretary in addition to being posted on the District’s website and identified as "The Budget for the Port of the Islands Community Improvement District for the Fiscal Year Ending September 30, 2020, as Adopted by the Board of Supervisors on August 16, 2019.

Section 3. Appropriations

That there be, and hereby is appropriated out of the revenues of the Port of the Islands Community Improvement District, for the Fiscal Year beginning October 1, 2019, and ending September 30, 2020 the sum of one million nine hundred and seven thousand and eighty dollars (\$1,907,080) to be raised by the applicable imposition and levy by the Board of applicable non-ad valorem special assessments and otherwise, which sum is deemed by the Board of Supervisors to be necessary to defray all expenditures of the District during said budget year, to be divided and appropriated in the following fashion:

TOTAL GENERAL FUND	\$359,216
TOTAL WATER AND SEWER FUND	\$1,547,864
TOTAL ALL FUNDS	\$1, 907,080

Section 4. Supplemental Appropriations

The Board may authorize by resolution supplemental appropriations or revenue changes for any lawful purpose from funds on hand or estimated to be received within the fiscal year as follows:

- a. Board may authorize a transfer of the unexpended balance or portion thereof of any appropriation item.
- b. Board may authorize an appropriation from the unappropriated balance of any fund.
- c. Board may increase any revenue or income budget account to reflect receipt of any additional unbudgeted monies and make the corresponding change to appropriations or the unappropriated balance.

The District Manager and Treasurer shall have the power within a given fund to authorize the transfer of any unexpended balance of any appropriation item or any portion thereof, provided such transfers do not exceed Ten Thousand (\$10,000) Dollars or have the effect of causing more than 10% of the total appropriation of a given program or project to be transferred previously approved transfers included. Such transfer shall not have the effect of causing a more than \$10,000 or 10% increase, previously approved transfers included, to the original budget appropriation for the receiving program. Transfers within a program or project may be approved by the applicable department director and the District Manager or Treasurer. The District Manager or Treasurer must establish administrative procedures, which require information on the request forms proving that such transfer requests comply with this section.

Section 5. Maintenance Special Assessment Levy: Fixed and Referenced and to be Levied by the Board

- a. That the Fiscal Year 2019 Maintenance Special Assessment Levy (the "assessment levy") for the assessment upon all the property within the boundaries of the District based upon the special and peculiar benefit received and further based upon reasonable and fair apportionment of the special benefit, shall be in accordance with the attached schedule, which levy represents the amount of three hundred dollars in District assessments necessary to provide for payment during the aforementioned budget year of all properly authorized expenditures to be incurred by the District, including principal and interest of special revenue, capital improvement and/or benefit assessment bonds. Said assessment levy shall be distributed as follows:

General Fund O & M

[See Assessment Levy Resolution 2019-05]

- b. The designee of the Chair of the Board of Supervisors of the Port of the Islands Community Improvement District shall be the Manager or the Treasurer of the District designated to certify the non-ad valorem assessment roll to the Tax Collector in and for the Collier County political subdivision, in accordance with applicable provisions of State law (Chapters 170, 190 and 197, Fla. Stat.) and applicable rules (Rule 12D-18, Florida Administrative Code) which shall include not only the maintenance special assessment levy but also the total for the debt service levy, as required by and pursuant to law.

Introduced, considered favorably, and adopted this 16th day of August 2019.

Port of the Islands

Community Improvement District

Chairman

Attest:

Secretary

RESOLUTION 2019-05

**A RESOLUTION OF THE BOARD OF SUPERVISORS
OF PORT OF THE ISLANDS COMMUNITY
IMPROVEMENT DISTRICT LEVYING AND IMPOSING
NON-AD VALOREM SPECIAL ASSESSMENTS FOR
THE PORT OF THE ISLANDS COMMUNITY
IMPROVEMENT DISTRICT AND CERTIFYING AN
ASSESSMENT ROLL FOR FISCAL YEAR 2019-2020**

Preamble

WHEREAS, Port of the Islands Community Improvement District (the "District") is a local unit of special-purpose government established pursuant to Chapter 190, Florida Statutes for the purpose of providing, operating and maintaining infrastructure improvements, facilities and services to the lands within the District; and

WHEREAS, the District is located in Collier County, Florida (the "County"); and

WHEREAS, the District has constructed or acquired certain public improvements within the District and provides certain services in accordance with Chapter 190, Florida Statutes; and

WHEREAS, the Board of Supervisors of the District ("Board") hereby determines to undertake various operations and maintenance activities described in the District's general fund budget for Fiscal Year 2019/2020 attached hereto as Exhibit "A" and incorporated by reference herein ("Operations and Maintenance Budget"); and

WHEREAS, the District must obtain sufficient funds to provide for the operation and maintenance of the services and facilities provided by the District as described in the Operations and Maintenance Budget for Fiscal Year 2019/2020; and

WHEREAS, the provision of such services, facilities, and operations is a benefit to lands within the District; and

WHEREAS, Chapter 190, Florida Statutes, provides that the District may impose special assessments on benefited lands within the District; and

WHEREAS, Chapter 197, Florida Statutes, provides a mechanism pursuant to which such special assessments may be placed on the tax roll and collected by the local tax collector ("Uniform Method"); and

WHEREAS, the District has previously levied an assessment for operation and maintenance service, which the District desires to collect on the tax roll pursuant to the Uniform Method and which is also indicated on Exhibit "A"; and

WHEREAS, the District has previously evidenced its intention to utilize the Uniform Method; and

WHEREAS, the District has approved an Agreement with the Property Appraiser and Tax Collector of the County to provide for the collection of the special assessments under the Uniform Method; and

WHEREAS, the Board finds that the District's total Operations and Maintenance operation assessments, taking into consideration other revenue sources during Fiscal Year 2019/2020 (defined as October 1, 2019 through September 30, 2020), will amount to \$1,907,080; and

WHEREAS, the Board finds that the non-ad valorem special assessments it levies and imposes by this resolution for operation and maintenance on the parcels of property involved will reimburse the District for certain special and peculiar benefits received by the property flowing from the maintenance of the improvements, facilities and services apportioned in a manner that is fair and reasonable, in accordance with the applicable assessment methodology as adopted by the District; and

WHEREAS, it is in the best interests of the District to proceed with the imposition of the special assessments; and

WHEREAS, it is in the best interests of the District to adopt the Assessment Roll of the District (the "Assessment Roll") attached to this Resolution as Exhibit "B" and incorporated as a material part of this Resolution by this reference, and to certify the Assessment Roll to the County Tax Collector pursuant to the Uniform Method; and

WHEREAS, it is in the best interests of the District to permit the District Manager to amend the Assessment Roll, certified to the County Tax Collector by this Resolution, as the Property Appraiser updates the property roll for the County, for such time as authorized by

Florida law.

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

Section 1. Recitals. The foregoing recitals are true and correct and incorporated herein by reference.

Section 2. Benefit. The provision of the services, facilities, and operations as described in Exhibit "A" confer a special and peculiar benefit to the lands within the District, which benefits exceed or equal the costs of the Assessments (as defined below). The allocation of the costs to the specially benefitted lands is shown in Exhibits "A" and "B".

Section 3. Assessment Imposition. A special assessment for operations and maintenance as provided for in Chapter 190, Florida Statutes is hereby imposed and levied on the benefitted lands within the District in accordance with Exhibits "A" and "B" (the "Assessments"). The lien of the Assessments imposed and levied by this Resolution shall be effective upon passage of this Resolution.

Section 4. Collection. The collection of the Assessments shall be at the same time and in the same manner as County taxes in accordance with the Uniform Method. Further, the collection of the Assessments will be together with the collection of all other debt service non-ad valorem assessments, if any, which have been levied and certified by the District.

Section 5. Assessment Roll. The District's Assessment Roll, attached to this Resolution as Exhibit "B," is hereby certified to the County Tax Collector and shall be collected by the County Tax Collector in the same manner and time as County taxes. The proceeds therefrom shall be paid to Port of the Islands Community Improvement District. The Chairman of the Board designates the District Manager to perform the certification duties. A copy of this Resolution be transmitted to the proper public officials so that its purpose and effect may be carried out in accordance with law.

Section 6. Assessment Roll Amendment. The District Manager shall keep apprised of all updates made to the County property tax roll by the Property Appraiser after the date of this Resolution, and shall amend the District's Assessment Roll in accordance with any such updates, for such time as authorized by Florida law, to the County property tax roll. After any

amendment of the Assessment Roll, the District Manager shall file the updates to the property tax roll in the District records.

Section 7. Conflict. All Resolutions, sections or parts of sections of any Resolutions or actions of the Board of Supervisors in conflict are hereby repealed to the extent of such conflict.

Section 8. Severability. The invalidity or unenforceability of any one or more provisions of this Resolution shall not affect the validity or enforceability of the remaining portions of this Resolution, or any part thereof.

Section 9. Effective Date. This Resolution shall take effect upon the passage and adoption of this Resolution by the Board of the District.

PASSED AND ADOPTED this 16th day of August 2019.

**PORT OF THE ISLANDS COMMUNITY
IMPROVEMENT DISTRICT**

ATTEST:

District Manager

Chairman

Exhibit A: Budget
Exhibit B: Assessment Roll

**DRAFT
MINUTES OF MEETING**

The following is a summary of the discussions and actions taken at the Port of the Islands Community Improvement District (CID) Board of Supervisors 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 July 19, 2019 at 9:00 a.m. at the Orchid Cove Community Center on 25005 Peacock Lane in Naples, Florida 34114.

Present and constituting a quorum were:

Tony Davis	Chairman
Russell Kish	Vice Chairman
Norine Dillon	Assistant Secretary
Teri O'Connell	Assistant Secretary
Kathryn Kehlmeier	Assistant Secretary (Telephone)

Also present were:

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

FIRST ORDER OF BUSINESS

Call to Order and Roll Call

The meeting was called to order and the District Manager called roll. All Board members were present, with Supervisor Kehlmeier participating via telephone. Also present were District Attorney Dan Cox (via telephone), District Engineer Ron Benson and Mitch Gilbert from FUS.

On MOTION by Chairman Davis, seconded by Supervisor Dillon, with all in favor, Supervisor Kehlmeier is allowed to participate in the meeting via telephone.

SECOND ORDER OF BUSINESS

Approval of the Agenda

The Agenda was accepted as presented.

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

49 **THIRD ORDER OF BUSINESS** **Audience Comments on**
 50 **Agenda Items**

51
52 There being none, the next Order of Business followed.

53
54 **FOURTH ORDER OF BUSINESS** **Approval of Meeting Minutes**

55
56 **A. Regular Meeting Minutes from June 21, 2019**

57
58 The Meeting Minutes were presented with changes noted to lines 233 and 236 with the
59 spelling of John's last name changing to Del Debbio.
60

61 On MOTION by Chairman Davis, seconded by 62 Supervisor Dillon, with all in favor, the Regular 63 Meeting Minutes for June 21, 2019 were 64 approved as amended.

65
66 **FIFTH ORDER OF BUSINESS** **Communications**

67
68 **A. Notice of Marina Enhancements**

69
70 Reviewed and no action taken.
71

72 **SIXTH ORDER OF BUSINESS** **Staff Reports**

73
74 **A. Utility Operations**

75
76 **ii. Utility Operations for July**

77
78 Mr. Gilbert was present to give his report to the Board. He updated the Board on
79 the following topics:
80

- 81 • The topic of the master lift station was brought up again by Mr. Gilbert. It was
82 discussed that it needs to be shut down and worked on, before season starts
83 back up. Given the price was much less than originally expected and the
84 Board has known that this needed to be worked on for a while now, the Board
85 agreed to have this work done.
86

87 On MOTION by Supervisor Dillon, seconded by 88 Vice Chairman Kish, with all in favor, the Board 89 approved the rehabilitation of the master lift 90 station for a not to exceed amount of \$32,000.
--

- 91
92 • The air conditioning in the electric room was discussed. Mr. Gilbert reported
93 that one air conditioner was fixed and the other will be fixed soon. He is
94 waiting for the circuit board they ordered to come in and then they can finish
95 fixing it.
96

- 97 • Mr. Gilbert announced that they are now doing the meter readings via tablets.
- 98 They hired a company to install a system so that the meters can be read from
- 99 tablets, which will make the process more efficient going forward.

100
101 **ii. Wetlands Well Issues**

102 There was nothing to discuss for this topic as this topic was mistakenly placed on
103 the Agenda.
104

105
106 **B. Review of Landscape Maintenance Performance**

107
108 **i. Review of Inspection Report**

109 Mr. Soto was not present to give his verbal report.

110
111 A car ran into the median and Mr. Soto sent over a proposal for \$705 and a
112 picture of the damage for the Board to review.
113

114
115 On MOTION by Supervisor O'Connell,
116 seconded by Vice Chairman Kish, with all in
117 favor, the Board approved Mr. Soto's estimate
118 to repair the median damage for \$705.

119
120 **ii. Irrigation Concerns**

121 There being none, the next Order of Business followed.
122

123
124 **C. Manager's Report**

125
126 **i. Financial Statements for Period Ending June 30, 2019**

127 The financials were presented, discussed and accepted.
128

129
130 On MOTION by Supervisor O'Connell,
131 seconded by Chairman Davis, with all in
132 favor, the financials for period ending
133 June 30, 2019 were accepted.

134
135 **ii. Audit**

136 The District Manager reviewed the Audit briefly and reported that it looks good.
137

138
139 On MOTION by Supervisor Dillon,
140 seconded by Chairman Davis, with all in
141 favor, the Audit is accepted, and the
142 Chairman is authorized to sign it.

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iii. Utility Billing Updates

The District Manager discussed this topic briefly.

iv. Website ADA Compliance Update

The District Manager reported that the website is complete but there is more work that needs to be done on it.

v. Mosquito Spraying

The District Manager reported that the spraying is being done intermittently.

D. Field Manager

i. Field Report for July

The Field Report for July was presented and reviewed by the Board.

- The Board asked for an estimate for killing the weeds on the sidewalks throughout the community.

ii. Sidewalk Repairs

Enclosed were two estimates for the sidewalk repairs. The Board tabled these until next month.

iii. Other Follow Up Items

There being none, the next Order of Business followed.

E. Engineer's Report

District Engineer Ron Benson discussed the fiber optic agreement. Mr. Benson notified the Board that if the fiber optic company is going to be responsible for any breaks or damage to the line, they requested a better location for the line. An estimate to do a ground penetrating radar showed that it would cost about \$190 an hour and the work would take about a half a day to a day to do.

<p>On MOTION by Supervisor Dillon, seconded by Chairman Davis, with all in favor, the Board approved the ground penetrating radar project for a not to exceed amount of \$2,500.</p>
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F. Attorney’s Report

i. Parcel 13 Water Frontage

The District Attorney notified the Board that he has not heard from the County.

SEVENTH ORDER OF BUSINESS

Old Business

A. Drainage System Cleaning and Maintenance Plan

The District Manager explained that the Field Manager is having a difficult time getting anyone to come out to do the work. The District Engineer suggested having the District Attorney draw up an indemnity agreement to go along with the service agreement to persuade Mr. Soto to bid for the job.

B. Fire Hydrant Painting Update

The Fire Department has begun pressure washing the fire hydrants. The next step is to paint the hydrants after the pressure washing has been completed.

C. Highway Striping and Asphalt Repair Update

The District Manager stated that this project is complete, and he will talk to the company about the stripes south of 41 not looking as good. The District Manager also explained that the Field Manager will be doing a follow up inspection next week for this work.

EIGHTH ORDER OF BUSINESS

New Business

A. Update on Model Airplane Club Changes

Mr. MacMorris was in attendance to give the Board an update on the club's progress on making the agreed upon changes.

NINTH ORDER OF BUSINESS

Supervisor’s Requests and/or Comments

Supervisor Dillon discussed seeing some teenagers at the dormitory. She also discussed that she is still talking with the County about the code enforcement concerns.

TENTH ORDER OF BUSINESS

Audience Comments

Joyce Carlino is concerned that the police are no longer coming out to the community when called. She stated that a resident heard gun shots and called it in, and they told the resident that it was probably just kids using paintball guns. However, the resident told the officer that he works at the gun club and knows what a gunshot sounds like. He never saw an officer come to check it out.

Diane Fisher asked about the fountain at the hotel regarding a concern for mosquitos. She reported it to code enforcement. She also asked about a bent stop sign and the Board

243 advised her that the Condo Association would be who to take that issue up with. Also, she
244 commented that the real estate office's roof is very dirty and quite an eye sore. The Board
245 stated that Sun Stream owns this office and they would be who she could take that concern up
246 with.

247

ELEVENTH ORDER OF BUSINESS

Adjournment

248

There being no further Orders of Business, the meeting was adjourned at 10:48 a.m.

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On MOTION by Supervisor Dillon,
seconded by Supervisor Kehlmeier, with
all in favor, the meeting was adjourned
at 10:59 a.m.

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Next Meeting: August 16, 2019 at 9:00 a.m.

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Secretary/Assistant Secretary

Chairman/Vice Chairman

263



*Florida Utility
Solutions*

**PORT OF THE ISLANDS CID
MONTHLY PLANT OPERATIONS
REPORT AUGUST 2019**



Wastewater Plant

**Received and treated
4.6 million gallons in
July**

Water Plant

**Produced and
distributed 1.6 million
gallons in July**

REUSE

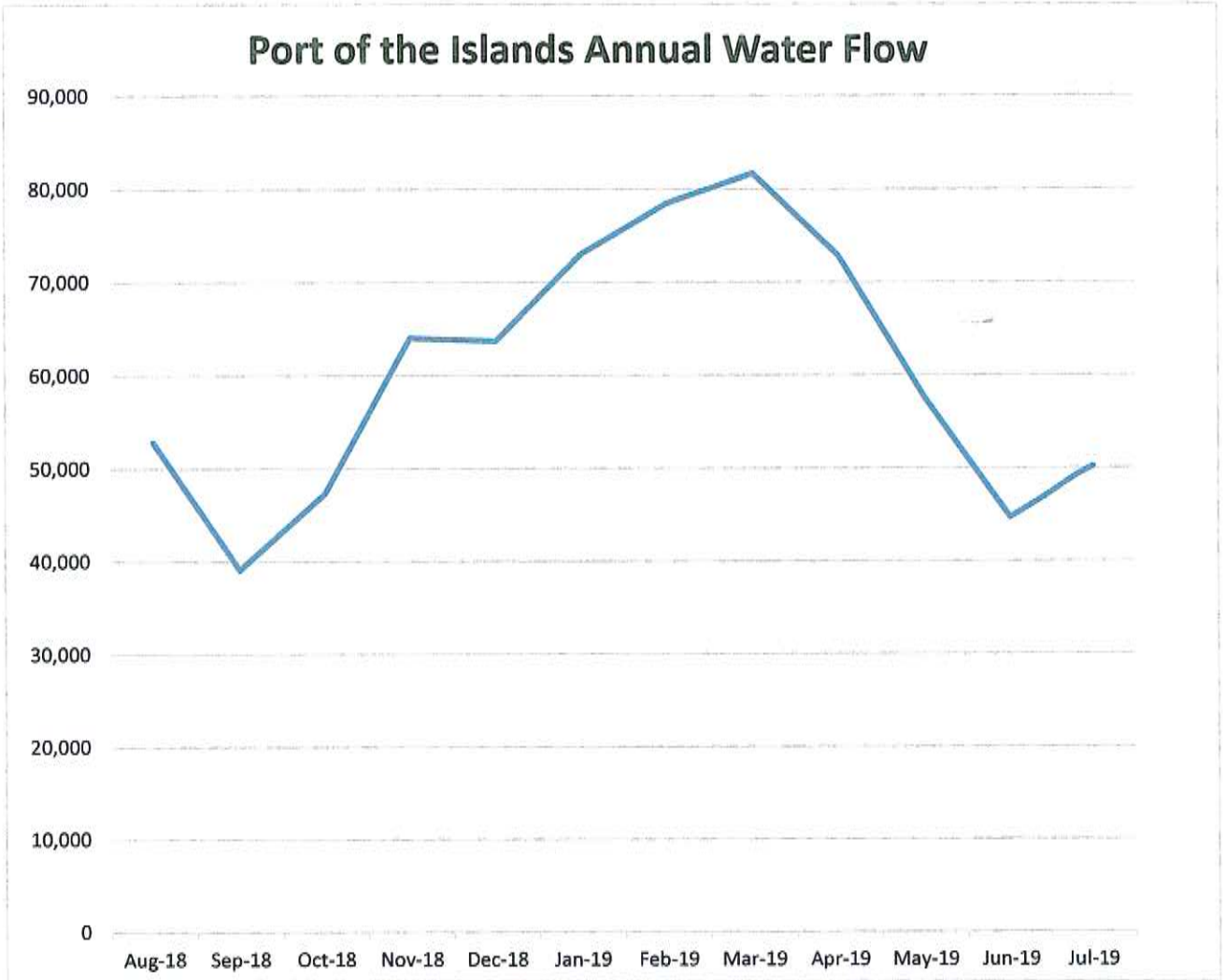
**Distributed 9.5 million
gallons in July**

**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 is ongoing

WWTP - Waste Water Treatment Plant

- Daily Process control – is producing acceptable effluent
- Master Lift Station is being rehabbed
- We are currently cleaning plant

FIRE STATION PUMPS

- All OK

LIFT STATIONS

- All lift stations are functioning properly
- Cays Drive controller was replaced
- #2 pump was replaced in Stella Maris Lift Station

REUSE

- All OK

DISTRIBUTION

- Received several requests for meter research
- The 2018 Annual Drinking Water Quality Report has been completed and made available.

Cal Teague

From: info@sotolawn.com
Sent: Wednesday, August 14, 2019 4:08 PM
To: Cal Teague; Christopher Pepin; kehlmeier@basicisp.net; jrpecoloco@embarqmail.com; anthony@jdavis.com; chadpaytonbryce@yahoo.com; 'Norine Dillon'
Subject: August 2019 notes

Drive around was with Robert Soto and Norine Dillon.

- We would like to make the Board aware County (water pollution division) is paying attention to grass droppings going into lakes/ponds. We are trying our best to be as cautious as possible.
- We will be providing measurements for center median on Cays Drive with landscape upgrades.
- Robert met with Mr. Chris Pepin in regards to swell last month. They discussed a cost effective solution (to be further discussed at meeting). We have done some work at a couple of homes in the past with blow outs, we installed water lever pipes. After water reaches a certain level, water over flows into canal (costing approximately \$1,000 per home). There are about 10 low points locations on streets, marked by engineer.
- Mitch requested we mow over flow area by plant. He received a notice to do so. We tended to it right away. Moving forward, we recommend possibly mowing quarterly.
- Water plant level is still really high, braces are still on, everything else has been removed.
- Approved landscaping on 41 has been completed.
- Tree service will start Tuesday (20th) or Wednesday (21st), weather permitting.

Thanks All,
Claire



2830 35th Ave NE, Naples FL 34120
 Office (239) 354-1080 Fax (239) 354-1045
 Claire Campbell info@sotolawn.com Office
 Lila Soto lila@sotolawn.com Irrigation
 Robert Soto Robert@sotolawn.com
 Donna Brazelton donna@sotolawn.com Office Manager

**PORT OF THE ISLANDS
COMMUNITY IMPROVEMENT DISTRICT**

Financial Report

July 31, 2019
unaudited

Prepared by:
Premier District Management

Balance Sheet by Fund
Port of the Islands Community Improvement District
July 31, 2019

	<u>GENERAL FUND</u>	<u>WATER AND SEWER FUND</u>	<u>TOTAL</u>
<u>ASSETS</u>			
Current Assets			
Cash	81,427.77	77,162.13	158,589.90
Assessments Receivable - GF	72,057.31	0.00	72,057.31
Allowance-Doubtful Collections	(72,057.31)	0.00	(72,057.31)
Accounts Receivable	0.00	1,422.13	1,422.13
Assessments Receivable - W/S Fund	0.00	218,214.89	218,214.89
Allowance-Doubtful Collections	0.00	(218,214.89)	(218,214.89)
Due To/From 001/202	273,932.22	0.00	273,932.22
Due To/From 001/202	0.00	(273,922.22)	(273,922.22)
Investments - Money Market Account	511,133.52	0.00	511,133.52
Prepaid Items	2,297.70	0.00	2,297.70
Deferred Amount of Refunding	0.00	36,369.65	36,369.65
Total Current Assets	868,791.21	(158,968.31)	709,822.90
Noncurrent Assets			
Land	0.00	599,674.85	599,674.85
Infrastructure	0.00	15,474,044.33	15,474,044.33
Accum Depr - Infrastructure	0.00	(6,417,606.99)	(6,417,606.99)
Equipment and Furniture	0.00	287,662.07	287,662.07
Accum Depr - Equip/Furniture	0.00	(125,655.39)	(125,655.39)
Total Noncurrent Assets	0.00	9,818,118.87	9,818,118.87
TOTAL ASSETS	868,791.21	9,659,150.56	10,527,941.77
<u>LIABILITIES</u>			
Current Liabilities			
Accounts Payable	1,962.45	0.00	1,962.45
Accounts Payable	0.00	6,991.94	6,991.94
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	10,262.75	10,262.75
Deposits	0.00	27,080.98	27,080.98
Total Current Liabilities	1,962.45	541,068.49	543,030.94
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	1,962.45	1,498,068.49	1,500,030.94
FUND BALANCES/NET ASSETS			
Fund Balances			
Nonspendable			
Prepaid Items	2,297.70	0.00	2,297.70
Assigned			
Operating Reserves	103,762.00	0.00	103,762.00
Unassigned			
Unassigned	760,769.06	0.00	760,769.06
Net Assets			
Invested in capital assets, net of related debt	0.00	8,372,356.12	8,372,356.12
Unrestricted/Unreserved	0.00	(211,274.05)	(211,274.05)
TOTAL FUND BALANCES/NET ASSETS	866,828.76	8,161,082.07	9,027,910.83
TOTAL LIABILITIES & FUND BALANCES/NET ASSETS	\$ 868,791.21	\$ 9,659,150.56	\$ 10,527,941.77

Statement of Revenues, Expenditures and Changes in Fund Balances
Port of the Islands Community Improvement District
For the Period Ending July 31, 2019

General Fund	<u>ANNUAL BUDGET</u>	<u>YTD Budget</u>	<u>YTD ACTUAL</u>	<u>Variance</u>	<u>% ANNUAL BUDGET</u>	<u>JUL 31,2019 ACTUAL</u>
Revenues						
Interest - Investments	3,500	2,917	13,000	10,083	(371)	1,022
Special Assmnts- Tax Collector	324,776	270,647	319,443	48,796	(98)	0
Interest - Tax Collector	0	0	316	316	0	14
Special Assmnts- District Collected	34,641	28,868	0	(28,868)	0	0
Special Assmnts- Uncollectable	(34,641)	(28,868)	0	28,868	0	0
Special Assmnts- Discounts	(17,223)	(14,353)	(7,959)	6,394	(46)	0
Other Miscellaneous Revenues	0	0	12,583	12,583	0	0
Total Revenues	311,053	259,211	337,383	78,172	(108)	1,036
Expenses						
Administrative						
P/R-Board Of Supervisors	7,000	5,833	4,900	933	70	500
Employment Taxes	536	447	430	17	80	41
P/R - Processing Fees	600	500	370	130	62	0
Profserv-Engineering	12,500	10,417	11,164	(747)	89	578
Profserv-Legal Services	12,500	10,417	6,747	3,670	54	795
Profserv-Mgmt Consulting Serv	43,394	36,162	36,162	0	83	3,616
Profserv-Property Appraiser	4,851	4,043	700	3,342	14	0
Auditing Services	3,500	2,917	3,500	(583)	100	3,500
Postage And Freight	350	292	68	224	19	0
Rental - Meeting Room	350	292	150	142	43	0
Insurance-General Liability	8,000	6,667	6,066	601	76	574
Printing And Binding	600	500	0	500	0	0
Legal Advertising	1,000	833	0	833	0	0
Miscellaneous Services	500	417	185	232	37	0
Misc-Assessmnt Collection Cost	6,468	5,390	6,245	(855)	97	0
Office Supplies	200	167	0	167	0	0
Annual District Filing Fee	175	146	175	(29)	100	0
Total Administrative	102,524	85,440	76,862	8,577	75	9,604
Field						
Contracts-Field Services	25,000	20,833	22,746	(1,913)	91	2,275
Electricity-Streetlighting	19,000	15,833	16,386	(552)	86	1,962
R&M-Renewal and Replacement	5,000	4,167	8,764	(4,597)	175	0
R&M-Storm Water Drainage	3,000	2,500	3,489	(989)	116	276
Total Field	52,000	43,333	51,385	(8,051)	99	4,513
Landscape/Irrigation						
Contracts-Landscape	82,830	69,025	70,600	(1,575)	85	7,127
Utility-Irrigation	15,000	12,500	8,623	3,877	57	2,006
R&M-Irrigation	10,000	8,333	10,710	(2,377)	107	600
Total Landscape/Irrigation	107,830	89,858	89,933	(75)	83	9,733
Roadway Management						
R&M-Signage	1,000	833	304	529	30	0
R&M-Roads & Alleyways	5,000	4,167	4,749	(582)	95	0

Statement of Revenues, Expenditures and Changes in Fund Balances
Port of the Islands Community Improvement District
For the Period Ending July 31, 2019

General Fund	<u>ANNUAL BUDGET</u>	<u>YTD Budget</u>	<u>YTD ACTUAL</u>	Variance	<u>% ANNUAL BUDGET</u>	<u>JUL 31, 2019 ACTUAL</u>
Total Roadway Management	6,000	5,000	5,053	(53)	84	0
<u>Mosquito Control</u>						
Contracts-Mosquito Treatment	19,500	16,250	9,871	6,379	51	987
Chemicals-Mosquito Spray	10,000	8,333	0	8,333	0	0
R&M-Mosquito Control	5,000	4,167	0	4,167	0	0
Total Mosquito Control	34,500	28,750	9,871	18,879	29	987
<u>Other Sources/Uses</u>						
Total Expenses	302,854	252,381	233,104	19,277	77	24,837
Excess Revenue Over (Under) Expenditures	8,199	6,830	104,279	58,895	(1,272)	(23,801)

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>Actual</u>	<u>APR</u> <u>Actual</u>	<u>MAY</u> <u>Actual</u>	<u>JUN</u> <u>Actual</u>	<u>JUL</u> <u>Actual</u>	<u>AUG</u> <u>Budget</u>	<u>SEP</u> <u>Budget</u>	<u>ANNUAL</u> <u>BUDGET</u>	<u>YTD</u> <u>ACTUAL</u>
Revenues														
Interest - Investments	300	249	1,087	2,036	1,852	1,932	2,150	1,439	933	1,022	292	292	3,500	13,000
Special Assmnts- Tax Collector	0	111,448	153,700	18,929	8,994	0	19,544	1,410	5,417	0	27,065	27,065	324,776	319,443
Interest - Tax Collector	0	0	0	112	0	0	166	(132)	155	14	0	0	0	316
Special Assmnts- District Collected	0	0	0	0	0	0	0	0	0	0	2,887	2,887	34,641	0
Special Assmnts- Uncollectable	0	0	0	0	0	0	0	0	0	0	(2,887)	(2,887)	(34,641)	0
Special Assmnts- Discounts	0	(1,136)	(6,091)	(527)	(167)	0	(38)	0	0	0	(1,435)	(1,435)	(17,223)	(7,959)
Other Miscellaneous Revenues	12,219	0	0	0	0	0	37	320	8	0	0	0	0	12,583
Total Revenues	12,519	110,561	148,696	20,550	10,679	1,932	21,859	3,037	6,513	1,036	25,922	25,922	311,053	337,383
Expenses														
Administrative														
P/R-Board Of Supervisors	400	500	500	500	500	500	500	500	500	500	583	583	7,000	4,900
Employment Taxes	33	41	(13)	41	41	35	168	(80)	121	41	45	45	536	430
P/R - Processing Fees	50	25	58	25	0	128	0	85	0	0	50	50	600	370
Profserv-Engineering	1,493	0	629	1,382	1,175	1,032	946	0	3,929	578	1,042	1,042	12,500	11,164
Profserv-Legal Services	0	514	1,984	806	0	436	553	570	1,089	795	1,042	1,042	12,500	6,747
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	36,162
Profserv-Property Appraiser	700	0	0	0	0	0	0	0	0	0	404	404	4,851	700
Auditing Services	0	0	0	0	0	0	0	0	0	3,500	292	292	3,500	3,500
Postage And Freight	0	0	0	0	0	68	0	0	0	0	29	29	350	68
Rental - Meeting Room	0	0	0	0	75	0	75	0	0	0	29	29	350	150
Insurance-General Liability	574	574	896	574	574	574	574	574	574	574	667	667	8,000	6,066
Printing And Binding	0	0	0	0	0	0	0	0	0	0	50	50	600	0
Legal Advertising	0	0	0	0	0	0	0	0	0	0	83	83	1,000	0
Miscellaneous Services	185	0	0	0	0	0	0	0	0	0	42	42	500	185
Misc-Assessmnt Collection Cost	0	2,206	2,952	368	177	0	391	39	112	0	539	539	6,468	6,245
Office Supplies	0	0	0	0	0	0	0	0	0	0	17	17	200	0
Annual District Filing Fee	175	0	0	0	0	0	0	0	0	0	15	15	175	175
Total Administrative	7,226	7,476	10,622	7,312	6,158	6,389	6,823	5,304	9,941	9,604	8,545	8,545	102,524	76,862
Field														
Contracts-Field Services	3,262	3,262	3,262	(687)	2,275	2,275	2,275	2,275	2,275	2,275	2,083	2,083	25,000	22,746
Electricity-Streetlighting	2,003	2,008	918	2,032	762	1,965	714	1,964	2,056	1,962	1,583	1,583	19,000	16,386
R&M-Renewal and Replacement	2,850	0	0	0	0	3,192	0	2,722	0	0	417	417	5,000	8,764
R&M-Storm Water Drainage	0	0	0	0	218	1,184	0	1,535	276	276	250	250	3,000	3,489
Total Field	8,115	5,270	4,180	1,345	3,255	8,616	2,989	8,496	4,607	4,513	4,333	4,333	52,000	51,385
Landscape/Irrigation														
Contracts-Landscape	0	13,805	6,902	7,127	7,127	7,424	(297)	14,255	7,127	7,127	6,903	6,903	82,830	70,600
Utility-Irrigation	0	1,272	2,073	0	1,815	0	1,457	0	0	2,006	1,250	1,250	15,000	8,623
R&M-Irrigation	310	911	318	429	700	930	3,539	2,974	0	600	833	833	10,000	10,710

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>Actual</u>	<u>APR</u> <u>Actual</u>	<u>MAY</u> <u>Actual</u>	<u>JUN</u> <u>Actual</u>	<u>JUL</u> <u>Actual</u>	<u>AUG</u> <u>Budget</u>	<u>SEP</u> <u>Budget</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	8,354	4,699	17,229	7,127	9,733	8,986	8,986	107,830	89,933
<u>Roadway Management</u>														
R&M-Signage	0	0	0	0	138	0	0	166	0	0	83	83	1,000	304
R&M-Roads & Alleyways	1,700	0	2,300	0	0	0	0	749	0	0	417	417	5,000	4,749
Total Roadway Management	1,700	0	2,300	0	138	0	0	915	0	0	500	500	6,000	5,053
<u>Mosquito Control</u>														
Contracts-Mosquito Treatment	0	0	0	3,948	987	987	987	987	987	987	1,625	1,625	19,500	9,871
Chemicals-Mosquito Spray	0	0	0	0	0	0	0	0	0	0	833	833	10,000	0
R&M-Mosquito Control	0	0	0	0	0	0	0	0	0	0	417	417	5,000	0
Total Mosquito Control	0	0	0	3,948	987	987	987	987	987	987	2,875	2,875	34,500	9,871
<u>Other Sources/Uses</u>														
Total Expenses	17,351	28,734	26,395	20,161	20,180	24,346	15,498	32,931	22,662	24,837	25,239	25,239	302,854	233,104
Excess Revenue Over (Under) Expenditures	(4,832)	81,827	122,301	389	(9,501)	(22,414)	6,361	(29,894)	(16,149)	(23,801)	683	683	8,199	104,279

Statement of Revenues, Expenditures and Changes in Fund Balances
Port of the Islands Community Improvement District
For the Period Ending July 31, 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>July 31, 2019 Actual</u>
Revenues						
Interest - Investments	500	417	1,345	928	(269)	125
Water Revenue	83,078	69,232	55,831	(13,401)	(67)	(267)
Sewer Revenue	115,420	96,183	83,382	(12,801)	(72)	(953)
Irrigation Fees	103,477	86,231	92,843	6,613	(90)	(1,586)
Meter Fees	2,500	2,083	7,200	5,117	(288)	0
Special Assmnts- Tax Collector	1,240,329	1,033,608	1,220,041	186,434	(98)	0
Interest - Tax Collector	0	0	1,206	1,206	0	54
Special Assmnts- District Collected	181,335	151,113	0	(151,113)	0	0
Special Assmnts- Uncollectable	(181,335)	(151,113)	0	151,113	0	0
Special Assmnts- Discounts	(49,286)	(41,072)	(30,396)	10,675	(62)	0
Other Miscellaneous Revenues	0	0	7,185	7,185	0	1,015
Total Revenues	1,496,018	1,246,682	1,438,637	191,956	(96)	(1,612)
Expenses						
Personnel and Administration						
P/R-Board Of Supervisors	7,000	5,833	4,900	933	70	500
Employment Taxes	536	447	271	176	51	41
P/R - Processing Fees	30	25	370	(345)	1,233	0
ProfServ-Engineering	12,500	10,417	12,235	(1,818)	98	1,543
ProfServ-Legal Services	12,500	10,417	4,763	5,654	38	795
ProfServ-Mgmt Consulting Serv	43,394	36,162	36,162	0	83	3,616
ProfServ-Property Appraiser	18,482	15,402	700	14,701	4	0
Auditing Services	3,500	2,917	3,500	(583)	100	3,500
Postage And Freight	700	583	68	515	10	0
Rental - Meeting Room	350	292	150	142	43	0
Insurance - General Liability	7,800	6,500	7,915	(1,415)	101	574
Printing And Binding	100	83	0	83	0	0
Legal Advertising	1,000	833	301	532	30	0
Miscellaneous Services	2,250	1,875	0	1,875	0	0
Utility Billing Supplies	2,000	1,667	2,698	(1,031)	135	304
Misc-Assessmnt Collection Cost	22,130	18,442	23,811	(5,370)	108	0
Office Supplies	200	167	0	167	0	0
Communication - Telephone - Field	4,400	3,667	3,148	519	72	287
Total Personnel and Administration	138,872	115,729	100,992	14,735	73	11,160
Water-Sewer Comb Services						
Utility - General	78,000	65,000	62,339	2,661	80	5,803
Utility - New connections	3,500	2,917	0	2,917	0	0
Contracts-Mgmt Services	322,770	268,975	263,957	5,019	82	29,329
Contracts-Utility Billing	20,600	17,167	17,167	0	83	1,717
Contracts-Generator Maint	500	417	0	417	0	0
R&M-Lift Station	7,000	5,833	750	5,083	11	0
R&M-Potable Water Lines	19,000	15,833	19,857	(4,024)	105	11,810
R&M-Water Plant	31,000	25,833	29,133	(3,300)	94	0
R&M-Waste Water Plant	16,000	13,333	21,443	(8,109)	134	3,938
R&M-Sewer Lines	5,200	4,333	2,850	1,483	55	450
R&M-Backflow Inspection	13,680	11,400	0	11,400	0	0

Statement of Revenues, Expenditures and Changes in Fund Balances
Port of the Islands Community Improvement District
For the Period Ending July 31, 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>July 31, 2019 Actual</u>
R&M-Instrumentation	5,000	4,167	0	4,167	0	0
Misc-Bad Debt	0	0	1,564	(1,564)	0	0
Misc-Licenses & Permits	3,000	2,500	3,000	(500)	100	0
Compliance Sampling	22,150	18,458	12,525	5,933	57	1,392
Chemicals-Water Operations	25,000	20,833	16,435	4,399	66	0
Chemicals-Wastewater Operations	15,000	12,500	9,354	3,147	62	545
Sludge Disposal	20,000	16,667	15,136	1,531	76	0
Capital Outlay-WWTP	0	0	49,285	(49,285)	0	0
Total Water-Sewer Combination Services	607,400	506,166	524,795	(18,625)	86	54,984
<u>Debt Service</u>						
Principal Debt Retirement	457,157	380,964	478,500	(97,536)	105	0
Interest Expense	58,377	48,648	44,389	4,258	76	0
Total Debt Service	515,534	429,612	522,889	(93,278)	101	0
<u>Other Sources/Uses</u>						
Total Expenses	1,261,806	1,051,507	1,148,676	(97,168)	91	66,144
Excess Revenue Over (Under) Expenditures	234,212	195,175	289,961	289,124	(124)	(67,756)

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>Actual</u>	<u>APR</u> <u>Actual</u>	<u>MAY</u> <u>Actual</u>	<u>JUN</u> <u>Actual</u>	<u>JUL</u> <u>Actual</u>	<u>AUG</u> <u>Budget</u>	<u>SEP</u> <u>Budget</u>	<u>ANNUAL</u> <u>BUDGET</u>	<u>YTD</u> <u>ACTUAL</u>
Revenues														
Interest - Investments	5	45	161	89	79	135	201	243	262	125	42	42	500	1,345
Water Revenue	8,693	122	9,836	34	13,980	24	12,053	44	11,313	(267)	6,923	6,923	83,078	55,831
Sewer Revenue	13,222	187	14,856	52	20,636	36	18,282	68	16,996	(953)	9,618	9,618	115,420	83,382
Irrigation Fees	16,293	0	20,430	(801)	21,190	139	13,623	51	23,504	(1,586)	8,623	8,623	103,477	92,843
Meter Fees	0	0	0	0	0	0	0	4,800	2,400	0	208	208	2,500	7,200
Special Assmnts- Tax Collector	0	425,650	587,022	72,296	34,351	0	74,645	5,387	20,690	0	103,361	103,361	1,240,329	1,220,041
Interest - Tax Collector	0	0	0	429	0	0	0	132	591	54	0	0	0	1,206
Special Assmnts- District Collected	0	0	0	0	0	0	0	0	0	0	15,111	15,111	181,335	0
Special Assmnts- Uncollectable	0	0	0	0	0	0	0	0	0	0	(15,111)	(15,111)	(181,335)	0
Special Assmnts- Discounts	0	(4,339)	(23,263)	(2,013)	(638)	0	(143)	0	0	0	(4,107)	(4,107)	(49,286)	(30,396)
Other Miscellaneous Revenues	870	100	1,100	905	130	135	1,171	1,679	80	1,015	0	0	0	7,185
Total Revenues	39,083	421,765	610,142	70,991	89,728	469	119,832	12,404	75,836	(1,612)	124,668	124,668	1,496,018	1,438,637
Expenses														
Personnel and Administration														
P/R-Board Of Supervisors	400	500	500	500	500	500	500	500	500	500	583	583	7,000	4,900
Employment Taxes	33	41	(13)	41	41	47	9	67	(38)	41	45	45	536	271
P/R - Processing Fees	50	25	57	25	0	108	0	105	0	0	3	3	30	370
ProfServ-Engineering	344	3,885	3,143	1,531	673	0	371	0	745	1,543	1,042	1,042	12,500	12,235
ProfServ-Legal Services	0	514	0	806	0	436	553	570	1,089	795	1,042	1,042	12,500	4,763
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	36,162
ProfServ-Property Appraiser	700	0	0	0	0	0	0	0	0	0	1,540	1,540	18,482	700
Auditing Services	0	0	0	0	0	0	0	0	0	3,500	292	292	3,500	3,500
Postage And Freight	0	0	0	0	0	68	0	0	0	0	58	58	700	68
Rental - Meeting Room	0	0	0	0	75	0	75	0	0	0	29	29	350	150
Insurance - General Liability	574	574	1,538	574	574	1,121	574	574	1,234	574	650	650	7,800	7,915
Printing And Binding	0	0	0	0	0	0	0	0	0	0	8	8	100	0
Legal Advertising	0	0	0	0	0	0	301	0	0	0	83	83	1,000	301
Miscellaneous Services	0	0	0	0	0	0	0	0	0	0	188	188	2,250	0
Utility Billing Supplies	574	0	301	306	0	392	499	322	0	304	167	167	2,000	2,698
Misc-Assessmnt Collection Cost	0	8,426	11,275	1,406	674	0	1,493	111	426	0	1,844	1,844	22,130	23,811
Office Supplies	0	0	0	0	0	0	0	0	0	0	17	17	200	0
Communication - Telephone - Field	647	273	278	278	278	278	277	277	277	287	367	367	4,400	3,148
Total Personnel and Administration	6,938	17,854	20,695	9,083	6,431	6,566	8,268	6,142	7,849	11,160	11,574	11,574	138,872	100,992
Water-Sewer Comb Services														
Utility - General	5,146	5,297	6,038	7,098	6,600	6,287	6,877	6,929	6,262	5,803	6,500	6,500	78,000	62,339
Utility - New connections	0	0	0	0	0	0	0	0	0	0	292	292	3,500	0
Contracts-Mgmt Services	0	29,329	29,329	29,329	29,329	29,329	29,329	29,329	29,329	29,329	26,898	26,898	322,770	263,957
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	17,167

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>Actual</u>	<u>APR</u> <u>Actual</u>	<u>MAY</u> <u>Actual</u>	<u>JUN</u> <u>Actual</u>	<u>JUL</u> <u>Actual</u>	<u>AUG</u> <u>Budget</u>	<u>SEP</u> <u>Budget</u>	<u>ANNUAL</u> <u>BUDGET</u>	<u>YTD</u> <u>ACTUAL</u>
Contracts-Generator Maint	0	0	0	0	0	0	0	0	0	0	42	42	500	0
R&M-Lift Station	0	0	0	0	450	300	0	0	0	0	583	583	7,000	750
R&M-Potable Water Lines	0	0	0	0	0	0	3,990	2,400	1,657	11,810	1,583	1,583	19,000	19,857
R&M-Water Plant	867	3,243	0	2,400	13,666	450	4,573	0	3,935	0	2,583	2,583	31,000	29,133
R&M-Waste Water Plant	0	5,374	225	304	300	1,439	450	0	9,412	3,938	1,333	1,333	16,000	21,443
R&M-Sewer Lines	0	0	0	0	0	0	1,950	0	450	450	433	433	5,200	2,850
R&M-Backflow Inspection	0	0	0	0	0	0	0	0	0	0	1,140	1,140	13,680	0
R&M-Instrumentation	0	0	0	0	0	0	0	0	0	0	417	417	5,000	0
Misc-Bad Debt	0	0	0	0	0	0	1,564	0	0	0	0	0	0	1,564
Misc-Licenses & Permits	0	3,000	0	0	0	0	0	0	0	0	250	250	3,000	3,000
Compliance Sampling	0	1,392	1,392	1,392	1,392	1,392	1,392	1,392	1,392	1,392	1,846	1,846	22,150	12,525
Chemicals-Water Operations	1,549	1,399	3,398	0	1,158	1,579	3,859	374	3,119	0	2,083	2,083	25,000	16,435
Chemicals-Wastewater Operations	662	474	1,492	0	1,527	1,627	1,090	437	1,500	545	1,250	1,250	15,000	9,354
Sludge Disposal	0	0	0	896	0	5,340	4,450	0	4,450	0	1,667	1,667	20,000	15,136
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	49,460	61,241	42,578	63,223	54,984	50,617	50,617	607,400	524,795
Debt Service														
Principal Debt Retirement	0	0	0	0	0	0	0	478,500	0	0	38,096	38,096	457,157	478,500
Interest Expense	22,376	0	0	0	0	0	0	22,013	0	0	4,865	4,865	58,377	44,389
Total Debt Service	22,376	0	0	0	0	0	0	500,513	0	0	42,961	42,961	515,534	522,889
Other Sources/Uses														
Total Expenses	39,255	69,079	113,571	52,219	62,570	56,026	69,509	549,233	71,072	66,144	105,152	105,152	1,261,806	1,148,676
Excess Revenue Over (Under) Expenditures	(172)	352,686	496,571	18,772	27,158	(55,557)	50,323	(536,829)	4,764	(67,756)	19,516	19,516	234,212	289,961

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%
					ALLOCATION	
Distribution	Gross Amount Received	Discounts/ (Penalties)	Collection Cost	Net Amount Received	General Fund	W/S 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	51,270.45	(180.97)	(1,021.79)	50,067.69	10,638.62	40,631.83
	42,918.70	177.56	(861.92)	42,234.34	8,905.63	34,013.07
May	6,797.50	203.92	(140.03)	6,861.39	1,410.48	5,387.02
June	24,848.79	745.43	(511.88)	25,082.34	5,156.12	19,692.67
	1,259.07	37.77	(25.94)	1,270.90	261.26	997.81
July	-	-	-	-	-	-
August						
September						
TOTAL	1,539,484.48	(37,190.26)	(30,045.88)	1,472,248.34	319,443.03	1,220,041.45
BALANCE REMAINING					\$ 5,333	\$ 20,288

TOTAL ASSESSMENTS	\$ 1,565,105	PERCENT COLLECTED	98.36%
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PORT OF THE ISLANDS COMMUNITY IMPROVEMENT DISTRICT

Cash and Investment Report

July 31, 2019

Account Name	Bank	Yield	Balance
GENERAL FUND			
Checking (GF) 9580	Valley	0.00%	81,612.47
Money Market (GF) 1572	Valley	2.44%	<u>511,133.52</u>
		Subtotal	592,745.99
WATER & SEWER FUND			
Checking (WSF) 8933	Valley	2.20%	77,394.11
		Subtotal	<u>77,394.11</u>
		Total	<u><u>\$ 670,140.10</u></u>

Run: 8/08/2019 @ 8:26 AM	Port of the Islands Community Improvement District Reconciliation - Valley 9580 OPS	Page: 1
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Closing Balance from Previous Statement.....	6/28/2019	42,824.16
1 Deposits and Other Additions Totaling.....		68.67
16 Checks and Other Withdrawals Totaling.....		91,280.36
1 Adjustments Totaling.....		130,000.00
0 Voids Totaling.....		0.00
Service Charge.....		0.00
Interest Earned.....		0.00
Closing Balance for this Statement.....	7/31/2019	81,612.47
Difference.....		0.00

Cash Balance from General Ledger.....	7/31/2019	81,427.77
Open Activity from Bank Register.....		(184.70)
Adjustment for Service Charges and Interest.....		0.00
General Ledger Reconciliation to Statement.....		81,612.47

Date	Reference	Deposit Description	Amount
✓ 7/23/2019	DEP	FY 2019 Q2 Bank Interest	68.67
Total Deposits:			68.67

Date	Check	To	Check Description	Amount
✓ 6/21/2019	0010364	Community Field Services	Work Order 1325 - Remove Silt from Roadway Gutter and Flumes. Remove and Cut Back Foilage	276.00
✓ 6/26/2019	0010366	Brenntag Mid-South	Invoices BMS303381, BMS303382	617.50
✓ 6/26/2019	0050005	ADP	Payroll - JUN 2019 (Checks)	184.70
✓ 7/03/2019	0010367	Florida Utility Solutions	Utility Operation & Maintenance	47,518.25
✓ 7/03/2019	0010368	Port of the Islands CID	Invoices AIRPORT Jun 14, Cays East Jun 14, Cays West Jun 14, Newport East Jun 14	2,006.06
✓ 7/09/2019	0010369	Berger, Toombs, Elam, Gaines & Frank	Financial Audit Services - FY 2018	7,000.00
✓ 7/09/2019	0010370	Brenntag Mid-South	Sodium Hypochlorite	545.00
✓ 7/09/2019	0010371	Daniel H. Cox, P.A.	General Legal Services	1,590.00
✓ 7/09/2019	0010372	Premier District Management	District Management, Field & Utility Billing Services - JUL 2019	12,514.67
✓ 7/09/2019	0010373	Soto's Lawn Service	Monthly Lawn Maintenance	7,127.49
✓ 7/09/2019	EFT	LCEC		8,318.67
✓ 7/17/2019	0010374	CenturyLink	Service 07/04 - 08/03	287.22
✓ 7/23/2019	EFT	ADP	Payroll - JUL 2019 (Direct Deposit)	738.80
✓ 7/23/2019	EFT	ADP	Payroll Taxes - JUL 2019	159.00
✓ 7/25/2019	0010375	Community Field Services	Work Order 1330 - Cover Graffiti, Remove Old U-Channel Post, Remove Trash and Silt, Remove Old Utility Box, Remove Palm Fronds, Cut Back Vegetation	276.00
✓ 7/25/2019	0010376	Hole Montes	General Engineering Services	2,121.00
Total Checks:				91,280.36

Date	Reference	Adjustment Description	Amount
✓ 7/03/2019	TXFR	Transfer from 8933 W/S to 9580 OPS	130,000.00
Total Adjustments:			130,000.00

Run: 8/08/2019 at 9:47 AM

Port of the Islands Community Improvement District
Check Register from 7/01/2019 to 7/31/2019
Valley 9580 OPS

Page: 1

<u>Check</u>	<u>Date</u>	<u>Vendor / Description</u>	<u>Check / Payment</u>
0010367	7/03/2019	[FLORIDA UTILITY] Florida Utility Solutions (Utility Operation & Maintenance)	47,518.25
0010368	7/03/2019	[PORT OF THE ISLANDS] Port of the Islands CID (Invoices AIRPORT Jun 14, Cays East Jun 14, Cays West Jun 14, Newport East Jun 14)	2,006.06
0010369	7/09/2019	[BERGER] Berger, Toombs, Elam, Gaines & Frank (Financial Audit Services - FY 2018)	7,000.00
0010370	7/09/2019	[BRENNTAG] Brenntag Mid-South (Sodium Hypochlorite)	545.00
0010371	7/09/2019	[DANIEL COX] Daniel H. Cox, P.A. (General Legal Services)	1,590.00
0010372	7/09/2019	[PREMIER DISTRICT] Premier District Management (District Management, Field & Utility Billing Services - JUL 2019)	12,514.67
0010373	7/09/2019	[SOTOS] Soto's Lawn Service (Monthly Lawn Maintenance)	7,127.49
EFT	7/09/2019	[LCEC - AUTOPAY] LCEC	8,318.67
0010374	7/17/2019	[CENTURYLINK] CenturyLink (Service 07/04 - 08/03)	287.22
EFT	7/23/2019	[ADP] ADP (Payroll - JUL 2019 (Direct Deposit))	738.80
0050006	7/23/2019	[ADP] ADP (Payroll - JUL 2019 (Checks))	184.70
EFT	7/23/2019	[ADP] ADP (Payroll Taxes - JUL 2019)	159.00
0010375	7/25/2019	[COMMUNITY FIELD] Community Field Services (Work Order 1330 - Cover Graffiti, Remove Old U-Channel Post, Remove Trash and Silt, Remove Old Utility Box, Remove Palm Fronds, Cut Back Vegetation)	276.00
0010376	7/25/2019	[HOLE MONTES] Hole Montes (General Engineering Services)	2,121.00
<u>Total Checks:</u>			<u>90,386.86</u>

Run: 8/08/2019 @ 8:26 AM	Port of the Islands Community Improvement District Reconciliation - Valley 8933 W/S	Page: 1
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Closing Balance from Previous Statement.....	6/28/2019	158,278.70
15 Deposits and Other Additions Totaling.....		49,759.84
6 Checks and Other Withdrawals Totaling.....		523.60
6 Adjustments Totaling.....		-130,246.09
0 Voids Totaling.....		0.00
Service Charge.....		0.00
Interest Earned.....	7/31/2019	125.26
Closing Balance for this Statement.....	7/31/2019	77,394.11
Difference.....		0.00

Cash Balance from General Ledger.....	7/31/2019	77,142.13
Open Activity from Bank Register.....		(251.98)
Adjustment for Service Charges and Interest.....		0.00
General Ledger Reconciliation to Statement.....		77,394.11

Date	Reference	Deposit Description	Amount
✓ 7/03/2019	DEP	Remote U/B Deposit	793.88
✓ 7/08/2019	DEP	Remote U/B Deposit	4,028.98
✓ 7/10/2019	DEP	Remote U/B Deposit	3,656.72
✓ 7/12/2019	DEP	Remote U/B Deposit	140.68
✓ 7/12/2019	DEP	Remote U/B Deposit	3,797.25
✓ 7/15/2019	DEP	Remote U/B Deposit	4,557.72
✓ 7/17/2019	DEP	Remote U/B Deposit	2,430.23
✓ 7/19/2019	DEP	Remote U/B Deposit	7,731.50
✓ 7/22/2019	DEP	Remote U/B Deposit	1,715.02
✓ 7/22/2019	EZ PAY - JUN 201	EZ PAY - JUNE 2019 U/B Payments	18,581.60
✓ 7/23/2019	DEP	Branch Deposit	10.00
✓ 7/23/2019	DEP	Remote U/B Deposit	214.66
✓ 7/25/2019	DEP	Remote U/B Deposit	311.73
✓ 7/29/2019	DEP	Remote U/B Deposit	1,307.20
✓ 7/31/2019	DEP	Remote U/B Deposit	482.67
Total Deposits:			49,759.84

Date	Check	To	Check Description	Amount
✓ 5/22/2019	0001039	HERMES, R.A.	Customer Refund - Account Closed	41.41
✓ 6/26/2019	0001042	BABB, PETER	Account Closed - Deposit Balance Refund	5.66
✓ 6/26/2019	0001043	MARZELLA, MARGARET	Account Closed - Deposit Balance Refund	14.01
✓ 6/26/2019	0001044	MOORE, EDWARD	Account Closed - Balance Refund	399.70
✓ 7/03/2019	0001045	SUITER, STEPHEN	Balance Refund - Account Closed	22.82
✓ 7/18/2019	0001047	SCIORTINO, SALVATORE/ALLISON	Account Closed - Deposit Balance Refund	40.00
Total Checks:				523.60

Date	Reference	Adjustment Description	Amount
✓ 7/03/2019	TXFR		-130,000.00
✓ 7/31/2019		Interest Earned	125.26
✓ 7/25/2019	NSF	NSF Return - R13-RDFI not qualified to participate	-91.88
✓ 7/25/2019	NSF	NSF Return - R03-No Account / Unable to locate account	-25.76
✓ 7/25/2019	NSF	NSF Return - R02-Account Closed	-8.59
✓ 7/29/2019	NSF	NSF Return - R02 - Account Closed	-35.76
✓ 7/29/2019	NSF	NSF Return - R03 No Account / Unable to locate account	-84.10
Total Adjustments:			-130,120.83

Run: 8/08/2019 at 10:47 AM

Part of the Islands Community Improvement District

Page: 1

Check Register from 7/01/2019 to 7/31/2019
Valley 8933 W/S

<u>Check</u>	<u>Date</u>	<u>Vendor / Description</u>	<u>Check / Payment</u>
0001045	7/03/2019	[90549] STEPHEN SUITER (Balance Refund - Account Closed)	22.82
0001046	7/18/2019	[90115] DENNIS COLLINS (Account Closed - Deposit Balance Refund)	40.00
0001047	7/18/2019	[90506] SALVATORE/ALLISON SCIORTINO (Account Closed - Deposit Balance Refund)	40.00
0001048	7/26/2019	[90053] KAREN BIERY (Account Closed - Deposit Balance Refund)	31.41
0001049	7/26/2019	[90424] BARBARA OLIVA (Account Closed - Deposit Balance Refund)	35.65
0001050	7/26/2019	[90430] EVONNE/ROBERT OTT (Account Closed - Deposit Balance Refund)	49.92
Total Checks:			219.80

Closing Balance from Previous Statement.....	6/28/2019	510,111.38
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.....	7/31/2019	1,022.14
Closing Balance for this Statement.....	7/31/2019	511,133.52
Difference.....		0.00

Cash Balance from General Ledger.....	7/31/2019	511,133.52
Open Activity from Bank Register.....		0.00
Adjustment for Service Charges and Interest.....		0.00
General Ledger Reconciliation to Statement.....		511,133.52

Date	Reference	Adjustment Description	Amount
✓ 7/31/2019		Interest Earned	1,022.14
Total Adjustments:			1,022.14

Port of the Islands Community Improvement District Utility Charges - Aging Report
--

<u>Customer</u>	<u>Current</u>	<u>30 Days</u>	<u>60 Days</u>	<u>90 Days</u>	<u>Total</u>
[90013] 161 VENUS CAY	25.00		25.00	110.43	160.43
[90104] 194 NEWPORT DR #906 RIGHT	25.00	42.93	25.00	42.17	135.10
[90158] 265 CAYS DR #2107 RPL	25.00	241.14			266.14
[90160] 360 STELLA MARIS2404 CPL	25.00	8.59			33.59
[90216] 25057 PEACOCK LN#202	25.00		25.00	42.93	92.93
[90251] 138 EVENINGSTAR CA	25.00	181.76	25.00	129.01	360.77
[90264] 275 CAYS DR #2205 LPL	25.00	42.93			67.93
[90285] 317 SUNRISE CAY 104 CPL	25.00	8.59			33.59
[90296] 380 STELLA MARIS2605 CPL	25.00	51.51			76.51
[90320] 154 NEWPORT DR 1307 RIGHT	25.00	51.51			76.51
[90435] 326 NEWPORT DR #1710	25.00	85.85			110.85
[90443] 162 NEWPORT DR 1204 RIGHT	35.00				35.00
[90482] 205 SUNRISE CAY#202 CPL	35.00				35.00
[90583] 285 CAYS DR #2310 RPL	25.00	8.18			33.18
[90599] 317 SUNRISE CAY 102 CPL	25.00	3.77			28.77
[90617] 25110 PEACOCK LN#201	25.00	34.34			59.34
[90627] 206 NEWPORT DR #802 LEFT	25.00	51.51	25.00	67.93	169.44
[90700] 365 STELLA MARIS2905 LEFT	25.00	51.51			76.51
[90711] 375 STELLA MARIS2806 LEFT	25.00	8.59			33.59
[90743] 182 NEWPORT DR 1001 LEFT	25.00	111.61			136.61
[90756] 254 NEWPORT DR #405 RIGHT	25.00	8.59	25.00	25.76	84.35
[90764] 218 NEWPORT DR #702 LEFT	69.34				69.34
[90772] 25072 PEACOCK LN#101	25.00	51.51			76.51
[90783] 375 STELLA MARIS2804 RIGHT	25.00		25.00	25.00	75.00
[90789] 230 NEWPORT DR #601 LEFT	25.00	25.76			50.76
[90795] 25061 PEACOCK LN#102	25.00	17.19			42.19
[90811] 269 SUNRISE CAY#8 CPL	25.00	16.61			41.61
[90816] 25085 PEACOCK LN#202	25.00		35.76		60.76
[90829] 385 STELLA MARIS2707 CPL	25.00		25.00	25.00	75.00
[90832] 254 NEWPORT DR #403 LEFT	25.00	8.59			33.59
[90841] 278 NEWPORT DR #203 RIGHT	25.00	8.59			33.59
[90858] 375 STELLA MARIS2804 RIGHT	25.00	111.61	25.00	128.02	289.63
[90898] 25053 PEACOCK LANE	25.00	84.10			109.10
[90924] 365 STELLA MARIS2902 RIGHT	35.00				35.00
[90926] 275 CAYS DR #2201 LPL	35.00				35.00
Report Total	959.34	1,316.87	260.76	596.25	3,133.22

Account Balances – As of: 7/31/2019



PORT OF THE ISLANDS CID

FIELD MANAGEMENT REPORT FOR AUGUST 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 7/30/19

1. Lake Management:

- a. **Lake Maintenance:** The retention ponds remain in moderate shape this month. Several different shoreline weeds were observed, a low presence of algae was present and the water levels were average for this time of year. Turbidity (cloudiness / murkiness) also remains high throughout all the ponds. Additional pond management details are below.
- b. **Littoral Plants:** No concerns observed this month.
- c. **Shoreline Weeds:** Weed concerns that should be addressed:
 - i. Torpedo grass was observed growing in retention ponds #1 thru 3.
 - ii. Climbing Hemp Vine was observed growing in retention pond #2.
 - iii. Primrose Willow was observed growing in retention pond #2.

Torpedo Grass



Primrose Willow



- d. **Submerged Weeds:** No concerns observed this month.
- e. **Algae:** Low presence of Filamentous algae in retention pond #2.
- f. **Fish:** No concerns observed this month.
- g. **Trash:** No concerns observed this month.
- h. **Lake Aeration:** No aeration present.
- i. **Shoreline Landscaping:** Cordgrass along retention pond #2 needs to be pruned and the weeds around the plants need to be treated.
- j. **Lake Bank Erosion:** No concerns observed this month.

2. Roadways:

a. Asphalt:

- i. D&G has completed all the roadway repairs earlier this month however I noticed they missed the areas to repair in front of 170 & 182 Newport Drive. This information was passed onto D&G and we are waiting to hear back on when they'll be returning to complete these repairs. Besides for that all other asphalt repairs looked good.



- ii. A small sink hole was observed in front of 253 Sunrise Cay and someone has already placed cones around the hole. If needed, we can have D&G complete the asphalt repairs the next time they are onsite.



- b. **Potholes:** A small pothole is forming on Union Road on the east side of the old hotel. We'll purchase a bag of patch mix and will have our maintenance technician fill it in during one of his next visits.



c. **Curbing / Storm Water Gutters:** No new concerns observed this month.

d. **Street Signage:**

- i. D&G has completed the roadway striping project along all CID roadways. Glass beads were observed in the paint on all crosswalks and stop bars that D&G painted.



- ii. Branches from the oak tree at the entrance of Windward Cay are beginning to cover the roadway name signs. We'll have our maintenance technician trim back the branches.

e. **Roadway Landscaping:**

- i. Just before the right turn into the empty parking lot off Newport Drive there is a willow tree(?) and cabbage palm growing together. The willow tree should be removed to allow for the cabbage palm to grow.



- ii. There is a dead pigmy date palm in roadway island on Union Road. The tree is one of the first sets of palms as you turn onto the roadway from 41.
- iii. Someone drove their vehicle onto the Union Road median creating a very long stretch of ruts. Location is just before the old hotel.

Dead Pigmy Date Palm



Ruts along Union Road



- f. **Roadway Lighting:** No concerns observed or reported to us this month.
3. **Sidewalks:** No new concerns observed this month. All damaged sections of sidewalk have been logged and the Board will be reviewing bids to have these areas along with damaged curbs and gutters replaced later this month. Repair locations are shown on the aerial map below as blue and yellow push pins.



4. **Storm Drainage System:**

- a. **Catch Basins:** No concerns observed this month. Basins inspected were clear of debris.
- b. **Water Control Structures (WCS):**
 - i. **Sunset Cay:** WCS clear of debris.

- ii. **Venus Cay:** WCS clear of debris. The berm on the right backside of the structure is starting to erode out. We'll have our technician fill in the area with dirt to slow down the erosion.



- iii. **Windward Cay:** WCS clear of debris.
- iv. **Wilderness Cay:** WCS clear of debris.
- v. **Water Plant:** WCS clear of debris.
- vi. **Retention Ponds:** Grass filling up inside the baffle on the water control structure in the 3rd pond on Cays Drive. We'll have our technician remove the grass and trash.



- c. **Flumes:** Minimal debris observed this month.

d. **Culverts:**

- i. Florida Utility Solutions still hasn't flush out the 2 culverts in front of 194-242 Newport Drive & in front of Sunrise Cay. We'll follow up with them to see what's going on.



- ii. Vegetation and silt is building up at inlet to the main drainage culvert at 119 Newport Drive. We'll have the material removed by our maintenance technician.



- iii. The drainage culvert at 114 Newport Cay remains at least 90% clogged and needs to be cleaned out. This is the address where the homeowner installed a paver driveway and never removed the excess paver sand from inside his culvert.



e. **Drain Pipes:** No issues observed this month.

f. **Drainage Swales / Dry Detention Ponds / Banks:**

- i. Soto is putting together a proposal install emergency drainpipes along the drainage swales behind Sunset Cay, Venus Cay, Windward Cay & Wilderness Cay. This repair option is going to be much cheaper than trying to manually regrade all these swales.
- ii. Flooding was observed within the large retention area in front of the water plant. If the ponds dry out during the winter months the vegetation should be cut down and all the storm water structures within these areas should be thoroughly inspected.

Flooding in Front of the Water Plant



Retention Areas in Red



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 some weed growth no other concerns were observed this month.
- c. Landscaping:**
 - i.** Soto has replaced the ground cover shrubs at the Newport Drive entrance with new sod. The sod is certainly a cleaner look! Irrigation has been adjusted to run 7 days a week on the new sod.



- ii.** Brazilian pepper is growing within the sea grapes adjacent to the sales center on Newport Drive. Brazilian pepper is a category I exotic and should be removed.



- d. **Landscape Lights:** No new concerns observed this month.
- e. **Flagpole:** The American Flag is torn and should be replaced.
- f. **41 Median:** No new concerns observed this month. Weeds within the median have been recently treated.
- g. **Cays Drive Entrance:** No concerns observed this month.
- h. **Union Road Entrance:** No concerns observed this month.

6. Irrigation System:

- a. A reclaimed water valve box adjacent to the sales building is filled in with dirt and rocks and should be cleaned out if the valve box is still operational.



- b. The vegetation within the irrigation pump station on 41 (County Park area) could be cut and picked up.



- 7. **Mosquito Spraying:** No updates or concerns to report this month.
- 8. **Residential Complaints / Concerns:** No complaints or concerns were reported to us this month.

9. **Non-CID Issues Observed:** The American Flag at the entrance of the community is torn and needs to be replaced.



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 checked="" 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"/> 1 Alligator | <input type="checkbox"/> Snakes |
| <input type="checkbox"/> Turtles | <input checked="" type="checkbox"/> Other Species: <u>Ducks</u> | | |

11. **CID Project Updates:**

- a. Roadway striping & repairs by D&G are scheduled to be completed on July 16th thru the 18th. Project completed besides for missed areas at the end of Newport Drive. The contractor has been contacted about these areas.

12. **Water Treatment Plant:**

- a. **Fire Hydrants:** Before the fire hydrants can be painted a good portion of them will need to be pressure cleaned first.



- b. **Meter Boxes / Valves:** No new concerns observed this month.

- c. **Missing Valve Box Covers at:**

- i. 168 & 169 Venus Cay.

- d. **Wells:** Vegetation continues to encroach from both sides making the access roadway very narrow. The vegetation needs to be cut back.



- e. **Boil Water Notices:** No notices issued this month.
- f. **Line Breaks / System Concerns:** While D&G was onsite completing the asphalt repairs, they broke an irrigation line on Newport Drive. D&G contacted us right away and we had them contact Soto to turn off the water and to make the repairs. D&G is responsible for the cost of the repairs.

13. **Soto's Approved Proposals:** Below is a list of approved work orders for Soto that we're monitoring. Completed tasks are removed from the list on the following month.

<i>Soto's Lawn Services at Port of the Island</i>			
Estimate #	Date	Description	Status
3004	5/17/2019	Removal of tree stakes from Hurricane Irma at water plant.	Not Completed
3005	5/17/2019	Palm Tree Pruning	Not Completed
3007	5/17/2019	Hardwood Tree Pruning	Not Completed
3057	6/21/2019	Removal of 2 cripe myrtles on 41 median, 3 pallets of floritam sod, 50 arboricola trinetteunder Queen Emma Plants & mulch	75% Completed
3077	7/26/2019	Remove and replace ficus on 41 that were destroyed by vehicle.	Not Completed

14. Maintenance Follow-Up Actions: Completed tasks are removed from the list on the following month.

POI CID FY 2019 Recommended Project / Maintenance Tasks			
POI RECOMMENDED MAINTENANCE TASKS: UPDATED 8/01/19	DATE REPORTED	VENDOR	PROJECT STATUS
Repair the L on the Hotel / Marina Sign on Newport Drive	10/10/2016		Completed- July 19
Crosswalk lines and bike path lines needed to be restriped.	10/10/2016	D&G	
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 vegetation along the well road cut back.	7/30/2018	Soto	Pending
Vegetation around the Well Stations should be cut back.	7/30/2018	Soto	Pending
Pressure clean the catch basins and culverts along Newport & Cays Drive.	1/30/2019	CFS	Pending
Remove trash from the retention ponds and from the landscaping in front of the community.	5/30/2019	CFS	Completed - WO 1330 July
Cover up the new graffiti on Union Road just past the 90 degree turn past the old hotel.	5/30/2019	CFS	Completed - WO 1330 July
Remove the palm frond from the roadway catch basin in front of 215 Cays Drive.	5/30/2019	CFS	Completed - WO 1330 July
Cut back the encroaching vegetation from the WCS's at the end of Sunset Cay, Venus Cay, Windward Cay & Wilderness Cay.	5/30/2019	CFS	Completed - WO 1330 July
Remove the silt from the roadway flume on Wilderness Cay and open up drainage area behind the sidewalk.	5/30/2019	CFS	Completed - WO 1330 July
Remove the old u-channel post that is being the monument wall on the entrance side of Newport Drive.	5/30/2019	CFS	Completed - WO 1330 July
Remove the old utility box cover at the end of the entrance side monument wall on Cays Drive.	5/30/2019	CFS	Completed - WO 1330 July
Replace the damaged fire hydrant roadway reflector in front of 175 Sunset Cay.	6/27/2019	CFS	Pending - WO 1333 August
Remove the broken culvert pieces from the rip rap across from the fire station.	6/27/2019	CFS	Pending - WO 1333 August
Grind down the 5 uplifted sidewalk panels along Cays Drive.	6/27/2019	CFS	Pending - WO 1333 August
Remove the braces from the 3 trees in the open area behind the sales center on Newport Drive.	6/27/2019	CFS	Pending - WO 1333 August
Fill in the potholes forming on Union Road on the east side of the old hotel.	7/30/2019	CFS	
Trim back the oak tree branches that are blocking the Windward Cay & Cays Drive roadway signs.	7/30/2019	CFS	
Inspect all roadway flumes and remove any silt building up within them.	7/30/2019	CFS	
Remove the grass and trash from the storm water structure on the 3rd retention pond on Cays Drive.	7/30/2019	CFS	
Fill in the void with dirt behind the WCS at the end of Venus Cay.	7/30/2019	CFS	
Remove the vegetation and silt building up in front of the main drainage culvert at 119 Newport Drive.	7/30/2019	CFS	

UNIVERSAL UNDERGROUND — INC. —



475 15th ST SW
Naples, FL. 34117
(239) 353-8239

Date: 7/15/2019

Proposal Submitted to: PORT OF THE ISLANDS CID

Description	Quantity	Unit	Unit price
REMOVE & REPLACE 87 FT OF BROKEN SIDEWALK .			
REMOVE & REPLACE 16 FT OF BROKEN CURBING .			
REMOVE & REPLACE 11 FT OF BROKEN VALLEY			
ALL CONCRETE WORK WILL BE OURED W/ 3,000 PSI MIX & WILL DISPOSE OF OLD CONCRETE TO LANDFILL.			
QOUTE VALID FOR 45 DAYS			
		Total	10,350.00

Accepted _____

Date _____



2830 35th Ave NE
Naples, FL 34120

Phone 239-354-1080
Fax 239-354-1045
Office E-Mail info@sotolawn.com

Name/Address
Port of the Isles c/o Premiere District Management 3820 Colonial Blvd Ste 101 Ft. Myers, FL 33966

Estimate	
Date	Estimate No.
7/18/2019	3076

Description	Qty	Rate	Total
Yellow push pins on aerial map provided Grind down 5 concrete panel (trip hazard) Remove and replace 16 sidewalk concrete panels Remove and replace 4 storm drain runoffs Remove and replace 1 concrete curb *Note: 2 panels marked on site but not on aerial map provided (corner of Cays Drive and Venus Cay)	1	8,625.00	8,625.00
Blue push pins on aerial map provided Remove and replace 5 concrete sidewalk panels in front of 2 brick paver driveways	1	1,725.00	1,725.00
Scope of work: Cut damaged concrete beyond cracks remove and dispose concrete layout side walk, drain run offs and curb (path, height and slope) lightly grade and remove loose soils compact soil set form boards and stakes pour and finish concrete			
Thank you for the opportunity to provide a proposal for your property needs. 50% deposit required on all projects over \$5000.00. ALL ESTIMATES MUST BE SIGNED AND RETURNED PRIOR TO COMMENCEMENT OF THIS PROJECT.	Total		\$10,350.00
		_____ Signature	





PROPOSAL

16900 Gator Rd. ■ Fort Myers, FL 33912 ■ (239) 267-7766 ■ FAX (239) 267-3532

Proposal #	203858	Submitted To	Dorota Pepin
Date	07/18/2019	Submitted By	Sergio Francisco
Company	Port of the Islands CID	Engineer	
		Project	Port of the Islands CID Concrete Repairs

Proposal Notes

- All concrete to be removed and disposed of in the same mobilization.
- All concrete excludes thickened edge, and reinforcement.

Proposed Items

Subject to prompt acceptance within 30 days

We propose to furnish materials and labor at the price(s) set forth below:

Item	U.O.M.	Qty	Rate	Total
4" Concrete Sidewalk Removal and Replacement All to mobilize.	SQ FT	444.00	9.50	\$4,218.00
6" Concrete Sidewalk Removal and Replacement All to mobilize.	SQ FT	40.00	10.50	\$420.00
Concrete Curb Flume 3'X10' Removal and Replacement All to mobilize.	EA	1.00	960.00	\$960.00
2' Valley Gutter Removal and Replacement All to mobilize.	FT	66.00	28.50	\$1,881.00
F Curb Removal and Replacement All to mobilize.	FT	25.00	32.50	\$812.50

Total Cost: \$8,291.50

Disclaimers

- * This is a proposal only. Contractual and scheduling details to be agreed upon before start of work. In order to guarantee pricing, TCC must be notified of proposal acceptance within 30 days of dated proposal.
- * Does not include permits, testing of material or subgrade. Existing subgrade deemed acceptable.
- * Access of work area to be provided (chute pour from ReadyMix truck).
- * Concrete work only, layout by others, to be cut and compacted to proper grade.
- * Priced based on one crew per day during normal daylight hours, Monday through Friday.
- * All quantities are approximate, final payment based on field measure.
- * No work will be performed 30 (Thirty) days past invoice date.
- * If a pump is needed an additional fee is required.
- * Pricing does not include bonding.
- * If night work is performed, and additional fee is required.
- * This proposal and notes will become part of any contract.
- * Pay when pay terms will not exceed 30 days from invoice date including all change orders.
- * No material will be brought onsite past payment date.
- * Any job required to lien will require a \$500 fee.

Does not include excavation, engineering, testing, or traffic control.

T.C.C. will choose its own concrete supplier.

Note: All concrete is 3000 PSI with no reinforcement unless otherwise noted.

We hereby propose to furnish labor and materials - complete in accordance with the above specifications, for: **Unit Price** dollars \$

Tincher Concrete Construction, Inc.
By:

Signature

Title

Date



NOTICE TO OWNER

16900 Gator Rd. ■ Fort Myers, FL 33912 ■ (239) 267-7766 ■ FAX (239) 267-3532

Job #

Job Name Port of the Islands CID Concrete Repairs

Billing Date

Copy of the Bond, Notice of Commencement OR

Property Owner

Owner's Address

General Contractor

Surety / Bonding Company

**This form must be completed and
returned with signed proposal**

For official use only:

Date contacted _____

Date completed _____