

**PORT OF THE ISLANDS  
COMMUNITY IMPROVEMENT DISTRICT**



**JUNE 21, 2019  
BOARD OF SUPERVISORS MEETING  
AGENDA PACKET**



## PORT OF THE ISLANDS COMMUNITY IMPROVEMENT DISTRICT

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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

June 14<sup>th</sup>, 2019

Dear Supervisors,

The regular meeting of the Port of the Islands CID Board of Supervisors will be held on June 21<sup>st</sup>, 2019 at 9 A.M. at the Orchid Cove Clubhouse on 25005 Peacock Lane in Naples, Florida 34114. The Public Agenda is included in Section two and a few points of interest are as follows:

- As per usual, enclosed are the Regular Meeting Minutes from May 17<sup>th</sup>, the Field Manager's Report for June, the Utility Operations Report for June and the Financials for May.
- There will be an update on the highway striping and asphalt repairs as well as the VFD installation.
- A New Business topic this month for discussion is the Department of Environmental Protection discharge monitoring report.
- Another new topic this month is mosquito spraying. The District Manager will be discussing with the Board the topic of spraying for mosquitos in the community.

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

Respectfully,



Calvin Teague  
District Manager

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# Port of the Islands CID Meeting Agenda

## June 21, 2019 at 9:00 AM

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|---|-------------|
| 1. Call to Order and Roll Call  |             |
| 2. Approval of the Agenda   | Page 3      |
| 3. Audience Comments on Agenda Items                                  |             |
| 4. Approval of Meeting Minutes  |             |
| A. Regular Meeting Minutes from May 17, 2019                          | Pages 4-10  |
| 5. Communications   |             |
| 6. Old Business   |             |
| A. Review of Landscape Maintenance Performance                        |             |
| i. Review of Inspection Report  |             |
| ii. Irrigation Concerns   |             |
| iii. Any Proposals to be Considered                                   |             |
| B. Drainage System Cleaning and Maintenance Plan                      |             |
| C. Fire Hydrant Painting Update                                       |             |
| D. Highway Striping and Asphalt Repair Update                         |             |
| E. Update of VFD Installation   |             |
| 7. New Business   |             |
| A. Department of Environmental Protection Discharge Monitoring Report | Pages 11-20 |
| 8. Manager's Report   |             |
| A. Financial Statements for Period Ending May 31, 2019                | Pages 21-38 |
| B. Utility Billing Updates  |             |
| C. Website ADA Compliance Update                                      |             |
| D. Mosquito Spraying  |             |
| 9. Field Manager  |             |
| A. Field Report for June  | Pages 39-49 |
| i. Other Follow Up Items  |             |
| 10. Utility Operations  |             |
| A. Utility Operations Report for June                                 | Pages 50-52 |
| 11. Engineer's Report   |             |
| 12. Attorney's Report   |             |
| A. Parcel 13 Water Frontage   |             |
| B. Approval of Use Agreement for Fiber Optic Installation             |             |
| 13. Supervisor's Requests and/or Comments                             |             |
| 14. Audience Comments   |             |
| 15. Adjournment   |             |

**Next Meeting: July 19, 2019 at 9 AM**

**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 May 17, 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
Ron Benson	District Engineer
Mitch Gilbert	Florida Utility Solutions (FUS)
Robert Soto	Soto's Lawn Service
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 Mitch Gilbert from Florida Utility Solutions, Robert Soto from Soto's Lawn Service, District Attorney Dan Cox and District Engineer Ron Benson.

On MOTION by Supervisor Dillon, seconded by Chairman Davis, 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.



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

There being none, the next Order of Business followed.

**FOURTH ORDER OF BUSINESS****Approval of Meeting Minutes****A. Regular Meeting Minutes from April 19, 2019**

The Meeting Minutes were presented with a change noted to pg. 7, line 156 adding the word "to" before the word "present". Another change requested was to line 224, changing "stop lights" to "stop bars".

On MOTION by Supervisor Dillon, seconded by Chairman Davis, with all in favor, the Regular Meeting Minutes for April 19, 2019 were approved as amended.

**FIFTH ORDER OF BUSINESS****Assessment Rules Public  
Hearing**

The Board voted to open the public hearing.

On MOTION by Chairman Davis, seconded by Supervisor Dillon, with all in favor, the public hearing is open.

The District Manager summarized the changes to ERC's the Board requested from last meeting. He discussed that the Maintenance/General Fund would be .4 for all marina slips. He also discussed that Water and Sewer for 26 foot slips with water only would be .08, 26 foot slips with water and sewer would be .16, 28-40 foot slips would be .2 and 40 foot slips and larger would be .4. Supervisor Kish suggested the option to assess all slips at .4, allowing for individuals to request exceptions. The Engineer recommended several options, with Table 4 being considered for adoption by the Board.

**SIXTH ORDER OF BUSINESS****Public Hearing for Adoption of  
Resolution 2019-02**

After extensive discussion, the Board decided to go with the changes recommended by the Engineer in Table 4. Therefore, Resolution 2019-02 is accepted with Exhibit A amended to reflect the Board's requested changes. Those changes are for all slips under 40 feet with water only the ERC will be .08, all slips under 40 feet with water and sewer would be .2, and all slips 40 feet and over will be .4. Also, the General Fund ERC's for all marina slips will change to .4.

On MOTION by Chairman Davis, seconded by Supervisor Dillon, with all in favor, Resolution 2019-02 is accepted with Exhibit A amended.

On MOTION by Chairman Davis, seconded by Supervisor Dillon, with all in favor, the Public Hearing is closed.

## SEVENTH ORDER OF BUSINESS

## Communications

### A. Letter from Gulf Coast Clays and Louland Gun Club

The gun club sent in a letter requesting to use the Hill road in the community. The Board discussed that part of that road is not CID property. Therefore, the Board voted to allow the gun club to use the portion that is CID owned with two stipulations. One stipulation is that they get permission from the owners of the hotel as they own part of the road. The other stipulation is that the CID might sell Parcel 13 and if that happens then the gun club will have no recourse.

On MOTION by Chairman Davis, seconded by Supervisor Kehlmeier, with all in favor, permission is granted to the gun club for use of Hill Road with two stipulations.

## EIGHTH ORDER OF BUSINESS

## Old Business

### A. Review of Landscape Maintenance Performance

#### i. Review of Inspection Report

Mr. Soto was present and gave his verbal report.

#### ii. Irrigation Concerns

Mr. Soto reported that all open proposals have been completed.

#### iii. Any proposals to be considered

Mr. Soto presented three estimates for tree trimming for Board consideration. He notified the Board that he won't be able to complete these estimates until about the end of June or beginning of July. These estimates are for maintenance for hurricane season.

On MOTION by Chairman Davis, seconded by Supervisor Dillon, with all in favor, estimates 3005, 3004 and 3007 were approved.



## **B. Drainage System Cleaning and Maintenance Plan**

The District Manager explained that this item is the cleaning of the swales. Mr. Teague stated that he received the information he needed from the Engineer for this project. Therefore, now they can and will work on making the plan the Board requested.

## **C. Fire Hydrant Painting Update**

The Chairman reported that the repairs and pressure washing have all been completed, except for two hydrants needing to be worked on. It was discussed that they have not started painting the fire hydrants yet.

## **NINTH ORDER OF BUSINESS**

### **New Business**

## **A. Highway Striping and Asphalt Repair Bids**

The Board received two estimates for this project. One from D&G for \$10,682.50 and one from Atlantic Southern for \$9,950. The Board was surprised with how much this project is going to cost and the District Manager explained that it is a lot of work that needs to be done. The Board discussed how they wanted to proceed in terms of doing this project now or putting it off for a later date. They also discussed doing the repairs now and the striping next year. After further discussion, the Board agreed to do the whole project now before rainy season has a chance to make the roadways worse. Given that D&G has done work previously in the community, the Board decided to go with their company's estimate if they will drop their price down to \$10,000 to match the other companies estimate. The Board accepted the D&G proposal contingent on them doing the work plus using glass beads for the striping for a not to exceed amount of \$11,000.

On MOTION by Supervisor O'Connell, seconded by Supervisor Dillon, with all in favor, the Board accepts D&G's estimate contingent that it does not exceed \$11,000 total with the inclusion of glass beads.

## **TENTH ORDER OF BUSINESS**

### **Manager's Report**

## **A. Financial Statements for period ending April 30, 2019**

The financials were presented, discussed and accepted.

On MOTION by Supervisor O'Connell, seconded by Chairman Davis, with all in favor, the financials for period ending April 30, 2019 were accepted.

**B. Utility Billing Updates**

The District Manager notified the Board that the last billing went out without any issues and that they have gotten the delinquent bills down. He also stated that when someone moves out they now lock up the meter immediately and shut it off. The only exception being if someone is moving in right away.

Mr. Gilbert has identified all the meters and is now working on identifying what each meter is for. For example, which meters go to the docks.

**C. Website ADA Compliance Update**

The District Manager reported that website is still on schedule to be completed by the end of July.

**D. Approval of Fiscal Year 2020 Budget/Set Public Hearing**

The District Manager spoke on the budget briefly. He also notified the Board that mailed notices will have to be sent out to the dock owners as the assessments are being increased for marina slips.

**i. Resolution 2019-03**

On MOTION by Chairman Davis, seconded by Supervisor O'Connell, with all in favor, Resolution 2019-03 was accepted as presented.
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The District Manager stated to the Board that this Resolution approves a tentative budget. The final budget will be approved at the public hearing.

**ELEVENTH ORDER OF BUSINESS****Field Manager****A. Field Report for May**

The Field Report for was presented and reviewed by the Board. The District Manager reported that someone sprayed weed killer and killed plants around one of the lake banks.

**i. Other follow-up items**

The District Manager stated that Mr. Soto has began doing his mosquito count and has reported that he has not seen enough to start spraying yet. Several Board members commented that they haven't seen many mosquitos yet either, but the deer flies are terrible this year. A board member also mentioned sand wasps becoming more present lately.



**TWELVTH ORDER OF BUSINESS****Utility Operations****A. Utility Operations Report for May**

Mr. Gilbert was present to give his report to the Board. He spoke about a technician currently working on the SCADA, which is the computer system that runs the water plant.

He reported that everything is good with the wells. The wastewater treatment plant is working well, however flows are down. Therefore, it's a good time to go in and clean it and start working on the MBR. A ballpark figure for the cost of the work on the wastewater treatment plant and the MBR is around \$25,000-\$40,000.

There are two reuse pumps at the plant that send the water out for the irrigation and the fire hydrants. The 75-horsepower pump had a contactor go bad and for \$8,000 a VFD can be put on. A VFD is newer and better technology than what was on there previously and should extend the life of the pump.

On MOTION by Chairman Davis, seconded by Supervisor O'Connell, with all in favor, the Board voted to allow Mr. Gilbert to purchase and install the VFD.

All the bad meters have been changed out. There was one new install this month for a new house. Mr. Gilbert reported that there should be an increase in payments for the meters as the new meters read very accurately.

**THIRTEENTH ORDER OF BUSINESS****Engineer's Report**

There being nothing to discuss, the next Order of Business followed.

**FOURTEENTH ORDER OF BUSINESS****Attorney's Report****A. Parcel 13 Water Frontage**

District Attorney Dan Cox was in attendance to give the Board his report. Mr. Cox stated that he and the District Manager met with the County to talk about the properties. The County offered to give the CID the property if they took care of the old hotel, meaning tear it down and get rid of it. The Attorney told the County that it would be a few years until the CID could afford to do so financially but that the CID would consider their offer. Mr. Cox and Mr. Teague told the County that the Board would not consider their offer unless they are given the water rights as well. The Board discussed this extensively with no decision being made as to the County's offer.

May 17, 2019

Port of the Islands CID

**FIFTEENTH ORDER OF BUSINESS****Supervisor's Requests and/or  
Comments**

Supervisor Dillon asked about the letter from the Auditor. The District Manager discussed that this is the Auditor communicating about what they are doing and letting the Board know what stage in the audit they are at.

Supervisor Dillon commented on a group of volunteers that are going to remove all the exotics (trees and plants) in the park which would include the ones along the CID fence line. The Board was pleased with this. The group wants to come to a Board meeting and make a presentation in the future.

**SIXTEENTH ORDER OF BUSINESS****Audience Comments**

An audience member asked whose responsibility is it to maintain Union Road up to the water plant. The Board responded that it is the CID's responsibility. The audience member stated there was no reason for his question except for curiosity.

**SEVENTEENTH ORDER OF BUSINESS****Adjournment**

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

<p>On MOTION by Supervisor Dillon, seconded by Chairman Davis, with all in favor, the meeting was adjourned at 11:11 a.m.</p>
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**The next Meeting will occur on June 21, 2019 at 9:00 a.m.**

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**Secretary/Assistant Secretary**


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**Chairman/Vice Chairman**



**DEPARTMENT OF ENVIRONMENTAL PROTECTION DISCHARGE MONITORING REPORT - PART A**

PERMITTEE NAME:	Port of the Islands Community Improvement District	PERMIT NUMBER:	FLA141704
ADDRESS:	3820 Colonial Blvd Suite 101 Fort Myers, FL 33966	LIMIT:	FINAL
		FACILITY TYPE:	DW
		MONITORING GROUP:	R-001
FACILITY:	Port of The Islands - WRF	REPORT:	Monthly
LOCATION:	12600 Union Rd Naples, FL 34114	GROUP:	Domestic
		DESCRIPTION:	Existing Part III Public Access Reuse System
COUNTY:	COLLIER	MONITORING PERIOD:	From: 04/01/2019 To: 04/30/2019

Parameter		Quantity or Loading		Units	Quality or Concentration			Units	No. Ex.	Frequency of Analysis	Sample Type
Flow	Sample Measurement		NOD						0	5 Days/Week	Recording Flow Meter with Totalizer
PARM Code 50050 Y Mon. Site: FLW-02	Permit Requirement		0.18 (Annl Avg)	MGD						(5 Days/Week)	(Recording Flow Meter with Totalizer)
Flow	Sample Measurement		NOD						0	5 Days/Week	Recording Flow Meter with Totalizer
PARM Code 50050 1 Mon. Site: FLW-02	Permit Requirement		Report (Mo Avg)	MGD						(5 Days/Week)	(Recording Flow Meter with Totalizer)
Flow	Sample Measurement		0.221						0	5 Days/Week	Recording Flow Meter with Totalizer
PARM Code 50050 P Mon. Site: FLW-05	Permit Requirement		Report (Annl Avg)	MGD						(5 Days/Week)	(Recording Flow Meter with Totalizer)
Flow	Sample Measurement		0.182						0	5 Days/Week	Recording Flow Meter with Totalizer
PARM Code 50050 Q Mon. Site: FLW-05	Permit Requirement		Report (Mo Avg)	MGD						(5 Days/Week)	(Recording Flow Meter with Totalizer)



Parameter		Quantity or Loading		Units	Quality or Concentration			Units	No. Ex.	Frequency of Analysis	Sample Type
Turbidity PARM Code 00070 B Mon. Site: EFB-01	Sample Measurement						4.8		0	1 Continuous	Meter
	Permit Requirement						Report (Maximum)	NTU		(1 Continuous)	(Meter)
Solids, Total Suspended PARM Code 00530 B Mon. Site: EFB-01	Sample Measurement						7.20		5	4 Days/Week	Grab
	Permit Requirement						5.0 (Maximum)	mg/L		(4 Days/Week)	(Grab)
BOD, Carbonaceous 5 day, 20C PARM Code 80082 Y Mon. Site: EFA-01	Sample Measurement					5.1			0	1 Bi-weekly; every 2 weeks	8-hr Flow Proportioned Composite
	Permit Requirement					20.0 (Annl Avg)		mg/L		(1 Bi-weekly; every 2 weeks)	(8-hr Flow Proportioned Composite)
BOD, Carbonaceous 5 day, 20C PARM Code 80082 A Mon. Site: EFA-01	Sample Measurement				5	2.5	5		0	1 Bi-weekly; every 2 weeks	8-hr Flow Proportioned Composite
	Permit Requirement				60.0 (Maximum)	45.0 (Wkly Avg)	30.0 (Mo Avg)	mg/L		(1 Bi-weekly; every 2 weeks)	(8-hr Flow Proportioned Composite)
pH PARM Code 00400 A Mon. Site: EFA-01	Sample Measurement				7.1		7.1		0	5 Days/Week	Grab
	Permit Requirement				6.0 (Minimum)		8.5 (Maximum)	s.u.		(5 Days/Week)	(Grab)



Parameter		Quantity or Loading		Units	Quality or Concentration			Units	No. Ex.	Frequency of Analysis	Sample Type
Chlorine, Total Residual	Sample Measurement				10				0	1 Continuous	Meter
PARM Code 50060 A Mon. Site: EFA-01	Permit Requirement				1.0 (Minimum)			mg/L		(1 Continuous)	(Meter)
Coliform, Fecal, % less than detection	Sample Measurement				100				0	4 Days/Week	Calculated
PARM Code 51005 A Mon. Site: EFA-01	Permit Requirement				75.0 (MinTotMo)			percent		(4 Days/Week)	(Calculated)
Coliform, Fecal	Sample Measurement						1		0	4 Days/Week	Grab
PARM Code 74055 A Mon. Site: EFA-01	Permit Requirement						25.0 (Maximum)	#/100mL		(4 Days/Week)	(Grab)
Nitrogen, Total	Sample Measurement						7.9		0	1 Bi-weekly; every 2 weeks	8-hr Flow Proportioned Composite
PARM Code 00600 A Mon. Site: EFA-01	Permit Requirement						Report (Mo Avg)	mg/L		(1 Bi-weekly; every 2 weeks)	(8-hr Flow Proportioned Composite)
Phosphorus, Total (as P)	Sample Measurement						1.9		0	1 Bi-weekly; every 2 weeks	8-hr Flow Proportioned Composite
PARM Code 00665 A Mon. Site: EFA-01	Permit Requirement						Report (Mo Avg)	mg/L		(1 Bi-weekly; every 2 weeks)	(8-hr Flow Proportioned Composite)

Parameter		Quantity or Loading		Units	Quality or Concentration			Units	No. Ex.	Frequency of Analysis	Sample Type
Flow PARM Code 50050 R Mon. Site: FLW-06	Sample Measurement		0.030						0	1 Continuous	Meter
	Permit Requirement		Report (Annl Avg)	MGD						(1 Continuous)	(Meter)
Flow PARM Code 50050 S Mon. Site: FLW-06	Sample Measurement	0.053	0.032						0	1 Continuous	Meter
	Permit Requirement	0.075 (Daily Mx)	Report (Mo Avg)	MGD						(1 Continuous)	(Meter)
Solids, Total Suspended PARM Code 00530 P Mon. Site: OTH-02	Sample Measurement						4.60		0	1 Weekly	Grab
	Permit Requirement						Report (Maximum)	mg/L		(1 Weekly)	(Grab)
pH PARM Code 00400 P Mon. Site: OTH-02	Sample Measurement				6.3		6.8		0	1 Daily; 24 hours	Grab
	Permit Requirement				Report (Minimum)		Report (Maximum)	s.u.		(1 Daily; 24 hours)	(Grab)
Specific Conductance PARM Code 00095 P Mon. Site: OTH-02	Sample Measurement						1526		1	1 Continuous	Meter
	Permit Requirement						1400.0 (Maximum)	umhos/cm		(1 Continuous)	(Meter)



Parameter		Quantity or Loading		Units	Quality or Concentration			Units	No. Ex.	Frequency of Analysis	Sample Type
Blend Ratio	Sample Measurement				NOD				0	1 Daily; 24 hours	Calculated
PARM Code 51133 P Mon. Site: OTH-03	Permit Requirement				2.66 (Minimum)			ratio		(1 Daily; 24 hours)	(Calculated)
Flow	Sample Measurement		NOD						0	5 Days/Week	Recording Flow Meter with Totalizer
PARM Code 50050 T Mon. Site: FLW-03	Permit Requirement		Report (Mo Avg)	MGD						(5 Days/Week)	(Recording Flow Meter with Totalizer)
Flow	Sample Measurement		0.106						0	5 Days/Week	Recording Flow Meter with Totalizer
PARM Code 50050 U Mon. Site: FLW-04	Permit Requirement		Report (Mo Avg)	MGD						(5 Days/Week)	(Recording Flow Meter with Totalizer)
Arsenic, Total Recoverable	Sample Measurement						0.689		0	1 Bi-weekly; every 2 weeks	Grab
PARM Code 00978 A Mon. Site: EFA-01	Permit Requirement						Report (Maximum)	ug/L		(1 Bi-weekly; every 2 weeks)	(Grab)
Flow	Sample Measurement		0.0613						0	5 Days/Week	Recording Flow Meter with Totalizer
PARM Code 50050 V Mon. Site: FLW-01	Permit Requirement		0.18 (Annl Avg)	MGD						(5 Days/Week)	(Recording Flow Meter with Totalizer)



Parameter		Quantity or Loading		Units	Quality or Concentration			Units	No. Ex.	Frequency of Analysis	Sample Type
Flow	Sample Measurement	0.121	0.100						0	5 Days/Week	Recording Flow Meter with Totalizer
PARM Code 50050 W Mon. Site: FLW-01	Permit Requirement	Report (Mo Avg)	Report (3MonAvg)	MGD						(5 Days/Week)	(Recording Flow Meter with Totalizer)
Percent Capacity, (TMADF/Permitted Capacity) x 100	Sample Measurement						50		0	1 Monthly	Calculated
PARM Code 00180 P Mon. Site: CAL-01	Permit Requirement						Report (3MonAvg)	percent		(1 Monthly)	(Calculated)
BOD, Carbonaceous 5 day, 20C	Sample Measurement						111		0	1 Bi-weekly; every 2 weeks	8-hr Flow Proportioned Composite
PARM Code 80082 G Mon. Site: INF-01	Permit Requirement						Report (Maximum)	mg/L		(1 Bi-weekly; every 2 weeks)	(8-hr Flow Proportioned Composite)
Solids, Total Suspended	Sample Measurement						103		0	1 Bi-weekly; every 2 weeks	8-hr Flow Proportioned Composite
PARM Code 00530 G Mon. Site: INF-01	Permit Requirement						Report (Maximum)	mg/L		(1 Bi-weekly; every 2 weeks)	(8-hr Flow Proportioned Composite)
NAME/TITLE PRINCIPAL EXECUTIVE OFFICER OR AUTHORIZED AGENT  Ivory Mitchell Gilbert	I CERTIFY UNDER PENALTY OF LAW THAT THIS DOCUMENT AND ALL ATTACHMENTS WERE PREPARED UNDER MY DIRECTION OR SUPERVISION IN ACCORDANCE WITH A SYSTEM DESIGNED TO ASSURE THAT QUALIFIED PERSONNEL PROPERLY GATHERED AND EVALUATED THE INFORMATION SUBMITTED. BASED ON MY INQUIRY OF THE PERSON OR PERSONS WHO MANAGE THE SYSTEM, OR THOSE PERSONS DIRECTLY RESPONSIBLE FOR GATHERING THE INFORMATION, THE INFORMATION SUBMITTED IS, TO THE BEST OF MY KNOWLEDGE AND BELIEF, TRUE, ACCURATE AND COMPLETE. I AM AWARE THAT THERE ARE SIGNIFICANT PENALTIES FOR SUBMITTING FALSE INFORMATION, INCLUDING THE POSSIBILITY OF FINE AND IMPRISONMENT FOR KNOWING VIOLATIONS.						SIGNATURE OF PRINCIPAL EXECUTIVE OFFICER OR AUTHORIZED AGENT  Electronically Signed			TELEPHONE  (239) 825-7818	SUBMITTED ON  05/17/2019



Parameter	Monitoring Site	Comments for Monitoring Group - R-001
00530 B	EFB-01	PLANT IN REJECT AT TIME OF SAMPLING. EFFLUENT BEING RETAINED AND NOT ALLOWED TO LEAVE PLANT.
00095 P	OTH-02	INCREASED RATE OF BLEND; PLANT WENT INTO REJECT DURING CLEANING.

**DEPARTMENT OF ENVIRONMENTAL PROTECTION DISCHARGE MONITORING REPORT - PART A**

<b>PERMITTEE NAME:</b> Port of the Islands Community Improvement District <b>ADDRESS:</b> 3820 Colonial Blvd Suite 101 Fort Myers, FL 33966						<b>PERMIT NUMBER:</b> FLA141704 <b>LIMIT:</b> FINAL REPORT: Monthly <b>FACILITY TYPE:</b> DW GROUP: Domestic <b>MONITORING GROUP:</b> RMP-Q					
<b>FACILITY:</b> Port of The Islands - WRF <b>LOCATION:</b> 12600 Union Rd Naples, FL 34114						<b>DESCRIPTION:</b> Biosolids Quantity					
<b>COUNTY:</b> COLLIER						<b>MONITORING PERIOD:</b> From: 04/01/2019 To: 04/30/2019					

Parameter		Quantity or Loading	Units	Quality or Concentration	Units	No. Ex.	Frequency of Analysis	Sample Type
Biosolids Quantity (Landfilled)	Sample Measurement	NOD				0	1 Monthly	Calculated
PARM Code B0008 + Mon. Site: RMP-1	Permit Requirement	Report (Mo Total)	dry tons				(1 Monthly)	(Calculated)
Biosolids Quantity (Transferred)	Sample Measurement	NOD				0	1 Monthly	Calculated
PARM Code B0007 + Mon. Site: RMP-1	Permit Requirement	Report (Mo Total)	dry tons				(1 Monthly)	(Calculated)

NAME/TITLE PRINCIPAL EXECUTIVE OFFICER OR AUTHORIZED AGENT  Ivory Mitchell Gilbert	I CERTIFY UNDER PENALTY OF LAW THAT THIS DOCUMENT AND ALL ATTACHMENTS WERE PREPARED UNDER MY DIRECTION OR SUPERVISION IN ACCORDANCE WITH A SYSTEM DESIGNED TO ASSURE THAT QUALIFIED PERSONNEL PROPERLY GATHERED AND EVALUATED THE INFORMATION SUBMITTED. BASED ON MY INQUIRY OF THE PERSON OR PERSONS WHO MANAGE THE SYSTEM, OR THOSE PERSONS DIRECTLY RESPONSIBLE FOR GATHERING THE INFORMATION, THE INFORMATION SUBMITTED IS, TO THE BEST OF MY KNOWLEDGE AND BELIEF, TRUE, ACCURATE AND COMPLETE. I AM AWARE THAT THERE ARE SIGNIFICANT PENALTIES FOR SUBMITTING FALSE INFORMATION, INCLUDING THE POSSIBILITY OF FINE AND IMPRISONMENT FOR KNOWING VIOLATIONS.	SIGNATURE OF PRINCIPAL EXECUTIVE OFFICER OR AUTHORIZED AGENT  Electronically Signed	TELEPHONE  (239) 825-7818	SUBMITTED ON  05/17/2019
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## DAILY SAMPLE RESULTS - PART B

Permit Number: FLA141704-009 Facility: Port of the Islands WRF

Monitoring Period From: 04/01/2019 To: 04/30/2019

	Arsenic, Total Recoverable	BOD, Carbonaceous 5 day, 20C	Chlorine, Total Residual (For Disinfection)	Coliform, Fecal	Nitrogen, Total	Phosphorus, Total (as P)	pH	Solids, Total Suspended	Turbidity	Flow	Flow
	ug/L	mg/L	mg/L	#/100mL	mg/L	mg/L	s.u.	mg/L	NTU	MGD	MGD
Code	00978	80082	50060	74055	00600	00665	00400	00530	00070	50050	50050
Mon. Site	EFA-01	EFA-01	EFA-01	EFA-01	EFA-01	EFA-01	EFA-01	EFB-01	EFB-01	FLW-01	FLW-02
1			10.0	1			7.1	0.57	1.6	0.055	0.000
2			10.0	1			7.1	0.57	1.7	0.127	0.000
3		5	10.0	1	6.51	0.358	7.1	0.57	1.7	0.095	0.000
4	0.689		10.0	1			7.1	6.00	1.8	0.108	0.000
5			10.0				7.1		1.8	0.110	0.000
6			10.0				7.1		1.7	0.101	0.000
7			10.0				7.1		1.8	0.151	0.000
8			10.0	1			7.1	0.57	1.8	0.053	0.000
9			10.0	1			7.1	0.57	1.8	0.127	0.000
10			10.0	1			7.1	0.57	2.0	0.134	0.000
11			10.0	1			7.1	0.57	4.8	0.145	0.000
12			10.0				7.1		4.6	0.115	0.000
13			10.0				7.1		3.8	0.179	0.000
14			10.0				7.1		2.5	0.166	0.000
15			10.0	1			7.1	4.00	2.3	0.073	0.000
16			10.0	1			7.1	3.00	2.1	0.106	0.000
17		5	10.0	1	9.38	3.54	7.1	2.80	2.4	0.118	0.000
18	0.689		10.0	1			7.1	7.20	1.8	0.104	0.000
19			10.0				7.1		2.8	0.126	0.000
20			10.0				7.1		2.8	0.150	0.000
21			10.0				7.1		2.3	0.105	0.000
22			10.0	1			7.1	6.40	4.7	0.135	0.000
23			10.0	1			7.1	6.00	4.6	0.130	0.000
24			10.0	1			7.1	4.00	2.3	0.132	0.000
25			10.0	1			7.1	5.80	2.5	0.140	0.000
26			10.0				7.1		2.3	0.125	0.000
27			10.0				7.1		2.0	0.172	0.000
28			10.0				7.1		2.0	0.162	0.000
29			10.0	1			7.1	2.80	1.2	0.071	0.000
30			10.0	1			7.1	1.20	1.0	0.107	0.000
31											0.000
Total	1.378	10	300	18	15.89	3.898	213	53.19	72.5	3.622	0.000
Mo. Avg.	0.689	5	10	1	7.945	1.949	7.1	2.96	2.4	0.121	0.000

### PLANT STAFFING:

Day Shift Operator

Class: C Certificate No: 15245 Name: Ivory Mitchel Gilbert

Evening Shift Operator

Class: Certificate No: Name:

Lead Operator

Class: Certificate No: Name:



**DAILY SAMPLE RESULTS - PART B**

Permit Number: FLA141704-009

Facility: Port of the Islands WRF

Monitoring Period

From: 04/01/2019

To: 04/30/2019

	Flow	Flow	Flow (Ground Water)	Flow (Concentrate)	BOD, Carbonaceous 5 day, 20C (Influent)	Solids, Total Suspended (Influent)	Solids, Total Suspended (Blend)	Specific Conductance (Blend)	pH (Blend)	
	MGD	MGD	MGD	MGD	mg/L	mg/L	mg/L	umhos/cm	s.u.	
Code	50050	50050	50050	50050	80082	00530	00530	00095	00400	
Mon. Site	FLW-03	FLW-04	FLW-05	FLW-06	INF-01	INF-01	OTH-02	OTH-02	OTH-02	
1	0.000	0.040	0.290	0.037						
2	0.000	0.087	0.270	0.030						
3	0.000	0.138	0.215	0.029	111	38	0.570	1371	6.3	
4	0.000	0.156	0.188	0.032						
5	0.000	0.051	0.191	0.028						
6	0.000	0.054	0.229	0.029						
7	0.000	0.118	0.220	0.029						
8	0.000	0.110	0.271	0.029						
9	0.000	0.132	0.146	0.032						
10	0.000	0.122	0.202	0.023			0.570	1322	6.3	
11	0.000	0.110	0.238	0.029						
12	0.000	0.133	0.117	0.034						
13	0.000	0.127	0.120	0.041						
14	0.000	0.147	0.118	0.033						
15	0.000	0.081	0.302	0.033						
16	0.000	0.103	0.121	0.053						
17	0.000	0.135	0.173	0.032	66.7	103	1.600	1526	6.8	
18	0.000	0.093	0.163	0.029						
19	0.000	0.108	0.168	0.028						
20	0.000	0.113	0.172	0.029						
21	0.000	0.113	0.168	0.028						
22	0.000	0.084	0.121	0.028						
23	0.000	0.113	0.147	0.034						
24	0.000	0.095	0.079	0.023			4.600	1377	6.7	
25	0.000	0.091	0.200	0.044						
26	0.000	0.109	0.110	0.031						
27	0.000	0.127	0.108	0.037						
28	0.000	0.117	0.130	0.030						
29	0.000	0.072	0.140	0.030						
30	0.000	0.097	0.356	0.027						
31	0.000	0.000	0.000	0.000						
Total	0	3.176	5.473	0.951	177.7	141	7.340	5596	26.1	
Mo. Avg.	0.000	0.106	0.182	0.032	88.85	70.5	1.835	1399	6.5	

## PLANT STAFFING:

Day Shift Operator:

Class: C

Certificate No:

15245 Name:

Ivory Mitchell Gilbert

Evening Shift Operator

Class:

Certificate No:

Name:

Lead Operator

Class:

Certificate No:

Name:



**PORT OF THE ISLANDS  
COMMUNITY IMPROVEMENT DISTRICT**

Financial Report

May 31, 2019  
*unaudited*

**Prepared by:**  
Premier District Management

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

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	<u>GENERAL FUND</u>	<u>WATER AND SEWER FUND</u>	<u>TOTAL</u>
<b><u>ASSETS</u></b>			
<b>Current Assets</b>			
Cash	108,387.97	153,804.68	262,192.65
Assessments Receivable - GF	369,196.31	0.00	369,196.31
Allowance-Doubtful Collections	(369,196.31)	0.00	(369,196.31)
Accounts Receivable	0.00	2,321.59	2,321.59
Assessments Receivable - W/S Fund	0.00	1,118,169.89	1,118,169.89
Allowance-Doubtful Collections	0.00	(1,118,169.89)	(1,118,169.89)
Due To/From 001/202	235,373.62	0.00	235,373.62
Due To/From 001/202	0.00	(235,373.62)	(235,373.62)
Investments - Money Market Account	509,178.73	0.00	509,178.73
Prepaid Items	4,595.36	0.00	4,595.36
Deferred Amount of Refunding	0.00	36,369.65	36,369.65
<b>Total Current Assets</b>	<b>857,535.68</b>	<b>(42,877.70)</b>	<b>814,657.98</b>
<b>Noncurrent Assets</b>			
Land	0.00	599,674.85	599,674.85
Infrastructure	0.00	15,448,440.33	15,448,440.33
Accum Depr - Infrastructure	0.00	(6,431,901.99)	(6,431,901.99)
Equipment and Furniture	0.00	287,662.07	287,662.07
Accum Depr - Equip/Furniture	0.00	(125,834.39)	(125,834.39)
<b>Total Noncurrent Assets</b>	<b>0.00</b>	<b>9,778,040.87</b>	<b>9,778,040.87</b>
<b>TOTAL ASSETS</b>	<b>857,535.68</b>	<b>9,735,163.17</b>	<b>10,592,698.85</b>
<b><u>LIABILITIES</u></b>			
<b>Current Liabilities</b>			
Accounts Payable	1,964.15	0.00	1,964.15
Accounts Payable	0.00	8,496.77	8,496.77
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	10,108.62	10,108.62
Deposits	0.00	27,645.64	27,645.64
<b>Total Current Liabilities</b>	<b>1,964.15</b>	<b>542,983.85</b>	<b>544,948.00</b>
<b>Long-Term Liabilities</b>			
Revenue Bonds Payable-LY	0.00	957,000.00	957,000.00
<b>Total Long-Term Liabilities</b>	<b>0.00</b>	<b>957,000.00</b>	<b>957,000.00</b>
<b>TOTAL LIABILITIES</b>	<b>1,964.15</b>	<b>1,499,983.85</b>	<b>1,501,948.00</b>
<b>FUND BALANCES/NET ASSETS</b>			
<b>Fund Balances</b>			
<b>Nonspendable</b>			
Prepaid Items	4,595.36	0.00	4,595.36
<b>Assigned</b>			
Operating Reserves	103,762.00	0.00	103,762.00
<b>Unassigned</b>			
Unassigned	747,214.17	0.00	747,214.17
<b>Net Assets</b>			
Invested in capital assets, net of related debt	0.00	8,332,432.25	8,332,432.25
Unrestricted/Unreserved	0.00	(97,252.93)	(97,252.93)
<b>TOTAL FUND BALANCES/NET ASSETS</b>	<b>855,571.53</b>	<b>8,235,179.32</b>	<b>9,090,750.85</b>
<b>TOTAL LIABILITIES &amp; FUND BALANCES/NET ASSETS</b>	<b>\$ 857,535.68</b>	<b>\$ 9,735,163.17</b>	<b>\$ 10,592,698.85</b>



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

General Fund

	<u>ANNUAL BUDGET</u>	<u>YTD Budget</u>	<u>YTD ACTUAL</u>	<u>Variance</u>	<u>% ANNUAL BUDGET</u>	<u>MAY 31,2019 ACTUAL</u>
<b><u>Revenues</u></b>						
Interest - Investments	3,500	2,333	11,045	8,712	(316)	1,439
Special Assmnts- Tax Collector	324,776	216,517	314,026	97,508	(97)	1,410
Interest - Tax Collector	0	0	147	147	0	(132)
Special Assmnts- District Collected	34,641	23,094	0	(23,094)	0	0
Special Assmnts- Uncollectable	(34,641)	(23,094)	0	23,094	0	0
Special Assmnts- Discounts	(17,223)	(11,482)	(7,959)	3,523	(46)	0
Other Miscellaneous Revenues	0	0	12,575	12,575	0	320
<b>Total Revenues</b>	<b>311,053</b>	<b>207,368</b>	<b>329,834</b>	<b>122,465</b>	<b>(106)</b>	<b>3,037</b>
<b><u>Expenses</u></b>						
<b><u>Administrative</u></b>						
P/R-Board Of Supervisors	7,000	4,667	3,900	767	56	500
Employment Taxes	536	357	268	90	50	(80)
P/R - Processing Fees	600	400	370	30	62	85
Profserv-Engineering	12,500	8,333	6,657	1,676	53	0
Profserv-Legal Services	12,500	8,333	4,863	3,470	39	570
Profserv-Mgmt Consulting Serv	43,394	28,929	28,929	0	67	3,616
Profserv-Property Appraiser	4,851	3,234	700	2,534	14	0
Auditing Services	3,500	2,333	0	2,333	0	0
Postage And Freight	350	233	68	165	19	0
Rental - Meeting Room	350	233	150	83	43	0
Insurance-General Liability	8,000	5,333	4,917	416	61	574
Printing And Binding	600	400	0	400	0	0
Legal Advertising	1,000	667	0	667	0	0
Miscellaneous Services	500	333	185	149	37	0
Misc-Assessmnt Collection Cost	6,468	4,312	6,133	(1,821)	95	39
Office Supplies	200	133	0	133	0	0
Annual District Filing Fee	175	117	175	(58)	100	0
<b>Total Administrative</b>	<b>102,524</b>	<b>68,347</b>	<b>57,315</b>	<b>11,034</b>	<b>56</b>	<b>5,304</b>
<b><u>Field</u></b>						
Contracts-Field Services	25,000	16,667	18,197	(1,530)	73	2,275
Electricity-Streetlighting	19,000	12,667	12,367	300	65	1,964
R&M-Renewal and Replacement	5,000	3,333	8,764	(5,431)	175	2,722
R&M-Storm Water Drainage	3,000	2,000	2,937	(937)	98	1,535
<b>Total Field</b>	<b>52,000</b>	<b>34,667</b>	<b>42,265</b>	<b>(7,598)</b>	<b>81</b>	<b>8,496</b>
<b><u>Landscape/Irrigation</u></b>						
Contracts-Landscape	82,830	55,220	56,345	(1,125)	68	14,255
Utility-Irrigation	15,000	10,000	6,617	3,383	44	0
R&M-Irrigation	10,000	6,667	10,110	(3,444)	101	2,974
<b>Total Landscape/Irrigation</b>	<b>107,830</b>	<b>71,887</b>	<b>73,072</b>	<b>(1,186)</b>	<b>68</b>	<b>17,229</b>
<b><u>Roadway Management</u></b>						
R&M-Signage	1,000	667	304	363	30	166
R&M-Roads & Alleyways	5,000	3,333	4,749	(1,416)	95	749

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

General Fund

	<u>ANNUAL BUDGET</u>	<u>YTD Budget</u>	<u>YTD ACTUAL</u>	<u>Variance</u>	<u>% ANNUAL BUDGET</u>	<u>MAY 31, 2019 ACTUAL</u>
<b>Total Roadway Management</b>	<b>6,000</b>	<b>4,000</b>	<b>5,053</b>	<b>(1,053)</b>	<b>84</b>	<b>915</b>
<b><u>Mosquito Control</u></b>						
Contracts-Mosquito Treatment	19,500	13,000	7,897	5,103	41	987
Chemicals-Mosquito Spray	10,000	6,667	0	6,667	0	0
R&M-Mosquito Control	5,000	3,333	0	3,333	0	0
<b>Total Mosquito Control</b>	<b>34,500</b>	<b>23,000</b>	<b>7,897</b>	<b>15,103</b>	<b>23</b>	<b>987</b>
<b><u>Other Sources/Uses</u></b>						
<b>Total Expenses</b>	<b>302,854</b>	<b>201,901</b>	<b>185,602</b>	<b>16,300</b>	<b>61</b>	<b>32,931</b>
<b>Excess Revenue Over (Under) Expenditures</b>	<b>8,199</b>	<b>5,467</b>	<b>144,232</b>	<b>106,165</b>	<b>(1,759)</b>	<b>(29,894)</b>



**Statement of Revenues, Expenditures and Changes in Fund Balances**  
**Port of the Islands Community Improvement District**  
**For the Period Ending May 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>May 31, 2019 Actual</u>
<b><u>Revenues</u></b>						
Interest - Investments	500	333	958	625	(192)	243
Water Revenue	83,078	55,385	44,785	(10,600)	(54)	44
Sewer Revenue	115,420	76,947	67,339	(9,608)	(58)	68
Irrigation Fees	103,477	68,985	70,925	1,940	(69)	51
Meter Fees	2,500	1,667	4,800	3,133	(192)	4,800
Special Assmnts- Tax Collector	1,240,329	826,886	1,199,351	372,465	(97)	5,387
Interest - Tax Collector	0	0	560	560	0	132
Special Assmnts- District Collected	181,335	120,890	0	(120,890)	0	0
Special Assmnts- Uncollectable	(181,335)	(120,890)	0	120,890	0	0
Special Assmnts- Discounts	(49,286)	(32,857)	(30,396)	2,461	(62)	0
Other Miscellaneous Revenues	0	0	6,090	6,090	0	1,679
<b>Total Revenues</b>	<b>1,496,018</b>	<b>997,346</b>	<b>1,364,412</b>	<b>367,066</b>	<b>(91)</b>	<b>12,404</b>
<b><u>Expenses</u></b>						
<b><u>Personnel and Administration</u></b>						
P/R-Board Of Supervisors	7,000	4,667	3,900	767	56	500
Employment Taxes	536	357	268	90	50	67
P/R - Processing Fees	30	20	370	(350)	1,233	105
ProfServ-Engineering	12,500	8,333	9,947	(1,613)	80	0
ProfServ-Legal Services	12,500	8,333	2,879	5,454	23	570
ProfServ-Mgmt Consulting Serv	43,394	28,929	28,929	0	67	3,616
ProfServ-Property Appraiser	18,482	12,321	700	11,621	4	0
Auditing Services	3,500	2,333	0	2,333	0	0
Postage And Freight	700	467	68	399	10	0
Rental - Meeting Room	350	233	150	83	43	0
Insurance - General Liability	7,800	5,200	6,106	(906)	78	574
Printing And Binding	100	67	0	67	0	0
Legal Advertising	1,000	667	301	366	30	0
Miscellaneous Services	2,250	1,500	0	1,500	0	0
Utility Billing Supplies	2,000	1,333	2,394	(1,061)	120	322
Misc-Assessmnt Collection Cost	22,130	14,753	23,385	(8,632)	106	111
Office Supplies	200	133	0	133	0	0
Communication - Telephone - Field	4,400	2,933	2,584	349	59	277
<b>Total Personnel and Administration</b>	<b>138,872</b>	<b>92,579</b>	<b>81,981</b>	<b>10,600</b>	<b>59</b>	<b>6,142</b>
<b><u>Water-Sewer Comb Services</u></b>						
Utility - General	78,000	52,000	50,273	1,727	64	6,929
Utility - New connections	3,500	2,333	0	2,333	0	0
Contracts-Mgmt Services	322,770	215,180	205,300	9,881	64	29,329
Contracts-Utility Billing	20,600	13,733	13,733	0	67	1,717
Contracts-Generator Maint	500	333	0	333	0	0
R&M-Lift Station	7,000	4,667	750	3,917	11	0
R&M-Potable Water Lines	19,000	12,667	6,390	6,277	34	2,400
R&M-Water Plant	31,000	20,667	25,198	(4,532)	81	0
R&M-Waste Water Plant	16,000	10,667	8,092	2,574	51	0
R&M-Sewer Lines	5,200	3,467	1,950	1,517	38	0
R&M-Backflow Inspection	13,680	9,120	0	9,120	0	0

**Statement of Revenues, Expenditures and Changes in Fund Balances**  
**Port of the Islands Community Improvement District**  
**For the Period Ending May 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>May 31, 2019 Actual</u>
R&M-Instrumentation	5,000	3,333	0	3,333	0	0
Misc-Bad Debt	0	0	1,564	(1,564)	0	0
Misc-Licenses & Permits	3,000	2,000	3,000	(1,000)	100	0
Compliance Sampling	22,150	14,767	9,742	5,025	44	1,392
Chemicals-Water Operations	25,000	16,667	13,316	3,351	53	374
Chemicals-Wastewater Operations	15,000	10,000	7,309	2,692	49	437
Sludge Disposal	20,000	13,333	10,686	2,648	53	0
Capital Outlay-WWTP	0	0	49,285	(49,285)	0	0
<b>Total Water-Sewer Combination Services</b>	<b>607,400</b>	<b>404,934</b>	<b>406,588</b>	<b>(1,653)</b>	<b>67</b>	<b>42,578</b>
<b><u>Debt Service</u></b>						
Principal Debt Retirement	457,157	304,771	478,500	(173,729)	105	478,500
Interest Expense	58,377	38,918	44,389	(5,471)	76	22,013
<b>Total Debt Service</b>	<b>515,534</b>	<b>343,689</b>	<b>522,889</b>	<b>(179,200)</b>	<b>101</b>	<b>500,513</b>
<b><u>Other Sources/Uses</u></b>						
<b>Total Expenses</b>	<b>1,261,806</b>	<b>841,202</b>	<b>1,011,458</b>	<b>(170,253)</b>	<b>80</b>	<b>549,233</b>
<b>Excess Revenue Over (Under) Expenditures</b>	<b>234,212</b>	<b>156,144</b>	<b>352,954</b>	<b>537,319</b>	<b>(151)</b>	<b>(536,829)</b>



**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>Budget</u>	<u>JUL</u> <u>Budget</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>
<b>Revenues</b>														
Interest - Investments	300	249	1,087	2,036	1,852	1,932	2,150	1,439	292	292	292	292	3,500	11,045
Special Assmnts- Tax Collector	0	111,448	153,700	18,929	8,994	0	19,544	1,410	27,065	27,065	27,065	27,065	324,776	314,026
Interest - Tax Collector	0	0	0	112	0	0	166	(132)	0	0	0	0	0	147
Special Assmnts- District Collected	0	0	0	0	0	0	0	0	2,887	2,887	2,887	2,887	34,641	0
Special Assmnts- Uncollectable	0	0	0	0	0	0	0	0	(2,887)	(2,887)	(2,887)	(2,887)	(34,641)	0
Special Assmnts- Discounts	0	(1,136)	(6,091)	(527)	(167)	0	(38)	0	(1,435)	(1,435)	(1,435)	(1,435)	(17,223)	(7,959)
Other Miscellaneous Revenues	12,219	0	0	0	0	0	37	320	0	0	0	0	0	12,575
<b>Total Revenues</b>	<b>12,519</b>	<b>110,561</b>	<b>148,696</b>	<b>20,550</b>	<b>10,679</b>	<b>1,932</b>	<b>21,859</b>	<b>3,037</b>	<b>25,922</b>	<b>25,922</b>	<b>25,922</b>	<b>25,922</b>	<b>311,053</b>	<b>329,834</b>
<b>Expenses</b>														
<b>Administrative</b>														
P/R-Board Of Supervisors	400	500	500	500	500	500	500	500	583	583	583	583	7,000	3,900
Employment Taxes	33	41	(13)	41	41	35	168	(80)	45	45	45	45	536	268
P/R - Processing Fees	50	25	58	25	0	128	0	85	50	50	50	50	600	370
Profserv-Engineering	1,493	0	629	1,382	1,175	1,032	946	0	1,042	1,042	1,042	1,042	12,500	6,657
Profserv-Legal Services	0	514	1,984	806	0	436	553	570	1,042	1,042	1,042	1,042	12,500	4,863
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	28,929
Profserv-Property Appraiser	700	0	0	0	0	0	0	0	404	404	404	404	4,851	700
Auditing Services	0	0	0	0	0	0	0	0	292	292	292	292	3,500	0
Postage And Freight	0	0	0	0	0	68	0	0	29	29	29	29	350	68
Rental - Meeting Room	0	0	0	0	75	0	75	0	29	29	29	29	350	150
Insurance-General Liability	574	574	896	574	574	574	574	574	667	667	667	667	8,000	4,917
Printing And Binding	0	0	0	0	0	0	0	0	50	50	50	50	600	0
Legal Advertising	0	0	0	0	0	0	0	0	83	83	83	83	1,000	0
Miscellaneous Services	185	0	0	0	0	0	0	0	42	42	42	42	500	185
Misc-Assessmnt Collection Cost	0	2,206	2,952	368	177	0	391	39	539	539	539	539	6,468	6,133
Office Supplies	0	0	0	0	0	0	0	0	17	17	17	17	200	0
Annual District Filing Fee	175	0	0	0	0	0	0	0	15	15	15	15	175	175
<b>Total Administrative</b>	<b>7,226</b>	<b>7,476</b>	<b>10,622</b>	<b>7,312</b>	<b>6,158</b>	<b>6,389</b>	<b>6,823</b>	<b>5,304</b>	<b>8,545</b>	<b>8,545</b>	<b>8,545</b>	<b>8,545</b>	<b>102,524</b>	<b>57,315</b>
<b>Field</b>														
Contracts-Field Services	3,262	3,262	3,262	(687)	2,275	2,275	2,275	2,275	2,083	2,083	2,083	2,083	25,000	18,197
Electricity-Streetlighting	2,003	2,008	918	2,032	762	1,965	714	1,964	1,583	1,583	1,583	1,583	19,000	12,367
R&M-Renewal and Replacement	2,850	0	0	0	0	3,192	0	2,722	417	417	417	417	5,000	8,764
R&M-Storm Water Drainage	0	0	0	0	218	1,184	0	1,535	250	250	250	250	3,000	2,937
<b>Total Field</b>	<b>8,115</b>	<b>5,270</b>	<b>4,180</b>	<b>1,345</b>	<b>3,255</b>	<b>8,616</b>	<b>2,989</b>	<b>8,496</b>	<b>4,333</b>	<b>4,333</b>	<b>4,333</b>	<b>4,333</b>	<b>52,000</b>	<b>42,265</b>
<b>Landscape/Irrigation</b>														
Contracts-Landscape	0	13,805	6,902	7,127	7,127	7,424	(297)	14,255	6,903	6,903	6,903	6,903	82,830	56,345
Utility-Irrigation	0	1,272	2,073	0	1,815	0	1,457	0	1,250	1,250	1,250	1,250	15,000	6,617
R&M-Irrigation	310	911	318	429	700	930	3,539	2,974	833	833	833	833	10,000	10,110

**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>Budget</u>	<u>JUL</u> <u>Budget</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>
<b>Total Landscape/Irrigation</b>	<b>310</b>	<b>15,988</b>	<b>9,293</b>	<b>7,556</b>	<b>9,642</b>	<b>8,354</b>	<b>4,699</b>	<b>17,229</b>	<b>8,986</b>	<b>8,986</b>	<b>8,986</b>	<b>8,986</b>	<b>107,830</b>	<b>73,072</b>
<b><u>Roadway Management</u></b>														
R&M-Signage	0	0	0	0	138	0	0	166	83	83	83	83	1,000	304
R&M-Roads & Alleyways	1,700	0	2,300	0	0	0	0	749	417	417	417	417	5,000	4,749
<b>Total Roadway Management</b>	<b>1,700</b>	<b>0</b>	<b>2,300</b>	<b>0</b>	<b>138</b>	<b>0</b>	<b>0</b>	<b>915</b>	<b>500</b>	<b>500</b>	<b>500</b>	<b>500</b>	<b>6,000</b>	<b>5,053</b>
<b><u>Mosquito Control</u></b>														
Contracts-Mosquito Treatment	0	0	0	3,948	987	987	987	987	1,625	1,625	1,625	1,625	19,500	7,897
Chemicals-Mosquito Spray	0	0	0	0	0	0	0	0	833	833	833	833	10,000	0
R&M-Mosquito Control	0	0	0	0	0	0	0	0	417	417	417	417	5,000	0
<b>Total Mosquito Control</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3,948</b>	<b>987</b>	<b>987</b>	<b>987</b>	<b>987</b>	<b>2,875</b>	<b>2,875</b>	<b>2,875</b>	<b>2,875</b>	<b>34,500</b>	<b>7,897</b>
<b><u>Other Sources/Uses</u></b>														
<b>Total Expenses</b>	<b>17,351</b>	<b>28,734</b>	<b>26,395</b>	<b>20,161</b>	<b>20,180</b>	<b>24,346</b>	<b>15,498</b>	<b>32,931</b>	<b>25,239</b>	<b>25,239</b>	<b>25,239</b>	<b>25,239</b>	<b>302,854</b>	<b>185,602</b>
<b>Excess Revenue Over (Under)</b>	<b>(4,832)</b>	<b>81,827</b>	<b>122,301</b>	<b>389</b>	<b>(9,501)</b>	<b>(22,414)</b>	<b>6,361</b>	<b>(29,894)</b>	<b>683</b>	<b>683</b>	<b>683</b>	<b>683</b>	<b>8,199</b>	<b>144,232</b>
<b>Expenditures</b>														



**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>Budget</u>	<u>JUL</u> <u>Budget</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>
<b>Revenues</b>														
Interest - Investments	5	45	161	89	79	135	201	243	42	42	42	42	500	958
Water Revenue	8,693	122	9,836	34	13,980	24	12,053	44	6,923	6,923	6,923	6,923	83,078	44,785
Sewer Revenue	13,222	187	14,856	52	20,636	36	18,282	68	9,618	9,618	9,618	9,618	115,420	67,339
Irrigation Fees	16,293	0	20,430	(801)	21,190	139	13,623	51	8,623	8,623	8,623	8,623	103,477	70,925
Meter Fees	0	0	0	0	0	0	0	4,800	208	208	208	208	2,500	4,800
Special Assmnts- Tax Collector	0	425,650	587,022	72,296	34,351	0	74,645	5,387	103,361	103,361	103,361	103,361	1,240,329	1,199,351
Interest - Tax Collector	0	0	0	429	0	0	0	132	0	0	0	0	0	560
Special Assmnts- District Collected	0	0	0	0	0	0	0	0	15,111	15,111	15,111	15,111	181,335	0
Special Assmnts- Uncollectable	0	0	0	0	0	0	0	0	(15,111)	(15,111)	(15,111)	(15,111)	(181,335)	0
Special Assmnts- Discounts	0	(4,339)	(23,263)	(2,013)	(638)	0	(143)	0	(4,107)	(4,107)	(4,107)	(4,107)	(49,286)	(30,396)
Other Miscellaneous Revenues	870	100	1,100	905	130	135	1,171	1,679	0	0	0	0	0	6,090
<b>Total Revenues</b>	<b>39,083</b>	<b>421,765</b>	<b>610,142</b>	<b>70,991</b>	<b>89,728</b>	<b>469</b>	<b>119,832</b>	<b>12,404</b>	<b>124,668</b>	<b>124,668</b>	<b>124,668</b>	<b>124,668</b>	<b>1,496,018</b>	<b>1,364,412</b>
<b>Expenses</b>														
<b>Personnel and Administration</b>														
P/R-Board Of Supervisors	400	500	500	500	500	500	500	500	583	583	583	583	7,000	3,900
Employment Taxes	33	41	(13)	41	41	47	9	67	45	45	45	45	536	268
P/R - Processing Fees	50	25	57	25	0	108	0	105	3	3	3	3	30	370
ProfServ-Engineering	344	3,885	3,143	1,531	673	0	371	0	1,042	1,042	1,042	1,042	12,500	9,947
ProfServ-Legal Services	0	514	0	806	0	436	553	570	1,042	1,042	1,042	1,042	12,500	2,879
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	28,929
ProfServ-Property Appraiser	700	0	0	0	0	0	0	0	1,540	1,540	1,540	1,540	18,482	700
Auditing Services	0	0	0	0	0	0	0	0	292	292	292	292	3,500	0
Postage And Freight	0	0	0	0	0	68	0	0	58	58	58	58	700	68
Rental - Meeting Room	0	0	0	0	75	0	75	0	29	29	29	29	350	150
Insurance - General Liability	574	574	1,538	574	574	1,121	574	574	650	650	650	650	7,800	6,106
Printing And Binding	0	0	0	0	0	0	0	0	8	8	8	8	100	0
Legal Advertising	0	0	0	0	0	0	301	0	83	83	83	83	1,000	301
Miscellaneous Services	0	0	0	0	0	0	0	0	188	188	188	188	2,250	0
Utility Billing Supplies	574	0	301	306	0	392	499	322	167	167	167	167	2,000	2,394
Misc-Assessmnt Collection Cost	0	8,426	11,275	1,406	674	0	1,493	111	1,844	1,844	1,844	1,844	22,130	23,385
Office Supplies	0	0	0	0	0	0	0	0	17	17	17	17	200	0
Communication - Telephone - Field	647	273	278	278	278	278	277	277	367	367	367	367	4,400	2,584
<b>Total Personnel and Administration</b>	<b>6,938</b>	<b>17,854</b>	<b>20,695</b>	<b>9,083</b>	<b>6,431</b>	<b>6,566</b>	<b>8,268</b>	<b>6,142</b>	<b>11,574</b>	<b>11,574</b>	<b>11,574</b>	<b>11,574</b>	<b>138,872</b>	<b>81,981</b>
<b>Water-Sewer Comb Services</b>														
Utility - General	5,146	5,297	6,038	7,098	6,600	6,287	6,877	6,929	6,500	6,500	6,500	6,500	78,000	50,273
Utility - New connections	0	0	0	0	0	0	0	0	292	292	292	292	3,500	0
Contracts-Mgmt Services	0	29,329	29,329	29,329	29,329	29,329	29,329	29,329	26,898	26,898	26,898	26,898	322,770	205,300
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	13,733

**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>Budget</u>	<u>JUL</u> <u>Budget</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	42	42	42	42	500	0
R&M-Lift Station	0	0	0	0	450	300	0	0	583	583	583	583	7,000	750
R&M-Potable Water Lines	0	0	0	0	0	0	3,990	2,400	1,583	1,583	1,583	1,583	19,000	6,390
R&M-Water Plant	867	3,243	0	2,400	13,666	450	4,573	0	2,583	2,583	2,583	2,583	31,000	25,198
R&M-Waste Water Plant	0	5,374	225	304	300	1,439	450	0	1,333	1,333	1,333	1,333	16,000	8,092
R&M-Sewer Lines	0	0	0	0	0	0	1,950	0	433	433	433	433	5,200	1,950
R&M-Backflow Inspection	0	0	0	0	0	0	0	0	1,140	1,140	1,140	1,140	13,680	0
R&M-Instrumentation	0	0	0	0	0	0	0	0	417	417	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	250	250	250	250	3,000	3,000
Compliance Sampling	0	1,392	1,392	1,392	1,392	1,392	1,392	1,392	1,846	1,846	1,846	1,846	22,150	9,742
Chemicals-Water Operations	1,549	1,399	3,398	0	1,158	1,579	3,859	374	2,083	2,083	2,083	2,083	25,000	13,316
Chemicals-Wastewater Operations	662	474	1,492	0	1,527	1,627	1,090	437	1,250	1,250	1,250	1,250	15,000	7,309
Sludge Disposal	0	0	0	896	0	5,340	4,450	0	1,667	1,667	1,667	1,667	20,000	10,686
Capital Outlay-WWTP	0	0	49,285	0	0	0	0	0	0	0	0	0	0	49,285
<b>Total Water-Sewer Combination Services</b>	<b>9,941</b>	<b>51,225</b>	<b>92,876</b>	<b>43,136</b>	<b>56,139</b>	<b>49,460</b>	<b>61,241</b>	<b>42,578</b>	<b>50,617</b>	<b>50,617</b>	<b>50,617</b>	<b>50,617</b>	<b>607,400</b>	<b>406,588</b>
<b>Debt Service</b>														
Principal Debt Retirement	0	0	0	0	0	0	0	478,500	38,096	38,096	38,096	38,096	457,157	478,500
Interest Expense	22,376	0	0	0	0	0	0	22,013	4,865	4,865	4,865	4,865	58,377	44,389
<b>Total Debt Service</b>	<b>22,376</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>500,513</b>	<b>42,961</b>	<b>42,961</b>	<b>42,961</b>	<b>42,961</b>	<b>515,534</b>	<b>522,889</b>
<b>Other Sources/Uses</b>														
<b>Total Expenses</b>	<b>39,255</b>	<b>69,079</b>	<b>113,571</b>	<b>52,219</b>	<b>62,570</b>	<b>56,026</b>	<b>69,509</b>	<b>549,233</b>	<b>105,152</b>	<b>105,152</b>	<b>105,152</b>	<b>105,152</b>	<b>1,261,806</b>	<b>1,011,458</b>
<b>Excess Revenue Over (Under) Expenditures</b>	<b>(172)</b>	<b>352,686</b>	<b>496,571</b>	<b>18,772</b>	<b>27,158</b>	<b>(55,557)</b>	<b>50,323</b>	<b>(536,829)</b>	<b>19,516</b>	<b>19,516</b>	<b>19,516</b>	<b>19,516</b>	<b>234,212</b>	<b>352,954</b>



PORT OF THE ISLANDS

COMMUNITY IMPROVEMENT DISTRICT

Cash and Investment Report  
May 31, 2019

Account Name	Bank	Yield	Balance
GENERAL FUND			
Checking (GF) 9580	Valley	0.00%	108,582.65
Money Market (GF) 1572	Valley	2.44%	509,178.73
		Subtotal	617,761.38
WATER & SEWER FUND			
Checking (WSF) 8933	Valley	2.20%	154,099.57
		Subtotal	154,099.57
		Total	\$ 771,860.95

**PORT OF THE ISLANDS**  
**COMMUNITY IMPROVEMENT DISTRICT**

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

**GROSS ASSESSMENTS LEVIED**

\$ 324,776    \$ 1,240,329  
20.75%            79.25%

Distribution	Gross Amount Received	Discounts/ (Penalties)	Collection Cost	Net Amount Received	ALLOCATION	
					General Fund	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						
July						
August						
September						
<b>TOTAL</b>	<b>1,513,376.62</b>	<b>(37,973.46)</b>	<b>(29,508.06)</b>	<b>1,445,895.10</b>	<b>314,025.65</b>	<b>1,199,350.97</b>
<b>BALANCE REMAINING</b>					<b>\$ 10,750</b>	<b>\$ 40,978</b>

<b>TOTAL ASSESSMENTS</b>	<b>\$ 1,565,105</b>	<b>PERCENT COLLECTED</b>	<b>96.69%</b>
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**Port of the Islands Community Improvement District  
Reconciliation - Valley National 9580 OPS**

Run: 6/12/2019 @ 7:21 AM

Page: 1

Closing Balance from Previous Statement.....	4/30/2019	183,399.90
1 Deposits and Other Additions Totaling.....		6,861.39
17 Checks and Other Withdrawals Totaling.....		81,678.64
0 Adjustments Totaling.....		0.00
0 Voids Totaling.....		0.00
Service Charge.....		0.00
Interest Earned.....		0.00
Closing Balance for this Statement.....	5/31/2019	108,582.65
Difference.....		0.00

Cash Balance from General Ledger.....	5/31/2019	108,387.97
Open Activity from Bank Register.....		(194.68)
Adjustment for Service Charges and Interest.....		0.00
General Ledger Reconciliation to Statement.....		108,582.65

Date	Reference	Deposit Description	Amount
✓ 5/24/2019	DEP	Direct Deposit - Tax Collector	6,861.39
Total Deposits:			<u>6,861.39</u>

Date	Check	To	Check Description	Amount
✓ 4/30/2019	0010344	Brenntag Mid-South	Invoices BMS257923, BMS257924	1,657.00
✓ 5/01/2019	0010345	Florida Utility Solutions	Utility Operation & Maintenance	33,120.15
✓ 5/01/2019	0050003	ADP	Payroll - APR 2019 (Paper Checks)	184.70
✓ 5/03/2019	EFT	ADP	Payroll Processing Fees	95.00
✓ 5/08/2019	EFT	LCEC	Electric 03/12/19 - 04/12/19	8,841.89
✓ 5/09/2019	0010346	Brenntag Mid-South	Sodium Hypochlorite	437.00
✓ 5/09/2019	0010347	Community Field Services	Work Order 1303 - Stop Bar Painting Main Roads & Restripe Sidewalk	639.11
✓ 5/09/2019	0010348	Daniel H. Cox, P.A.	General Legal Services	1,140.00
✓ 5/09/2019	0010349	EarthGuard Corporation	Quarterly Lake Management Services	225.00
✓ 5/09/2019	0010350	Premier District Management	District Management, Field & Utility Billing Services - APR 2019	12,532.20
✓ 5/09/2019	0010351	Soto's Lawn Service	Invoices 14-0420, 19-0504, 19-0509, 19-0542, 19-0605	17,174.98
✓ 5/14/2019	0010352	CenturyLink	Service 05/04 - 06/03	276.66
✓ 5/14/2019	0010353	Soto's Lawn Service	Invoices 19-0675, 19-0680, 19-0681, 19-0697	4,086.15
✓ 5/21/2019	EFT	ADP	Payroll - MAY 2019 (Taxes)	159.00
✓ 5/22/2019	EFT	ADP	Payroll - MAY 2019 (Direct Deposit)	738.80
✓ 5/28/2019	0010355	Community Field Services	Work Order 1306 - Clean Roadway Signs, Post Removal, Grind Down Sidewalk Panels	276.00
✓ 5/31/2019	EFT	ADP	Payroll Processing Fees	95.00
Total Checks:				<u>81,678.64</u>

# Part of the Islands Community Improvement District

## Check Register from 5/01/2019 to 5/31/2019

### Valley National 9580 OPS

<u>Check</u>	<u>Date</u>	<u>Vendor / Description</u>	<u>Check / Payment</u>
0010345	5/01/2019	[FLORIDA UTILITY] Florida Utility Solutions ( Utility Operation & Maintenance)	33,120.15
0050003	5/01/2019	[ADP] ADP ( Payroll - APR 2019 (Paper Checks))	184.70
EFT	5/03/2019	[ADP] ADP ( Payroll Processing Fees)	95.00
EFT	5/08/2019	[LCEC - AUTOPAY] LCEC ( Electric 03/12/19 - 04/12/19)	8,841.89
0010346	5/09/2019	[BRENNTAG] Brenntag Mid-South ( Sodium Hypochlorite)	437.00
0010347	5/09/2019	[COMMUNITY FIELD] Community Field Services ( Work Order 1303 - Stop Bar Painting Main Roads & Restripe Sidewalk)	639.11
0010348	5/09/2019	[DANIEL COX] Daniel H. Cox, P.A. ( General Legal Services)	1,140.00
0010349	5/09/2019	[EARTHGUARD] EarthGuard Corporation ( Quarterly Lake Management Services )	225.00
0010350	5/09/2019	[PREMIER DISTRICT] Premier District Management ( District Management, Field & Utility Billing Services - APR 2019)	12,532.20
0010351	5/09/2019	[SOTOS] Soto's Lawn Service ( Invoices 14-0420, 19-0504, 19-0509, 19-0542, 19-0605)	17,174.98
0010352	5/14/2019	[CENTURYLINK] CenturyLink ( Service 05/04 - 06/03)	276.66
0010353	5/14/2019	[SOTOS] Soto's Lawn Service ( Invoices 19-0675, 19-0680, 19-0681, 19-0697)	4,086.15
EFT	5/21/2019	[ADP] ADP ( Payroll - MAY 2019 (Taxes))	159.00
EFT	5/22/2019	[ADP] ADP ( Payroll - MAY 2019 (Direct Deposit))	738.80
0050004	5/22/2019	[ADP] ADP ( Payroll - MAY 2019 (Paper Checks))	184.70
0010354	5/28/2019	[COLLIER COUNTY TAX] Collier County Tax Collector ( Postage for Tax Reminder Notice )	9.98
0010355	5/28/2019	[COMMUNITY FIELD] Community Field Services ( Work Order 1306 - Clean Roadway Signs, Post Removal, Grind Down Sidewalk Panels)	276.00
EFT	5/31/2019	[ADP] ADP ( Payroll Processing Fees)	95.00
<b><u>Total Checks:</u></b>			<b><u>80,216.32</u></b>



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

Run: 6/12/2019 @ 7:21 AM

Page: 1

Closing Balance from Previous Statement.....	4/30/2019	116,011.29
17 Deposits and Other Additions Totaling.....		38,198.15
7 Checks and Other Withdrawals Totaling.....		344.17
1 Adjustments Totaling.....		-8.59
0 Voids Totaling.....		0.00
Service Charge.....		0.00
Interest Earned.....	5/31/2019	242.89
Closing Balance for this Statement.....	5/31/2019	154,099.57
Difference.....		0.00

Cash Balance from General Ledger.....	5/31/2019	153,794.68
Open Activity from Bank Register.....		(304.89)
Adjustment for Service Charges and Interest.....		0.00
General Ledger Reconciliation to Statement.....		154,099.57

Date	Reference	Deposit Description	Amount
✓ 5/01/2019	DEP	Remote U/B Deposit	1,500.01
✓ 5/03/2019	DEP	Remote U/B Deposit	2,291.50
✓ 5/06/2019	DEP	Remote U/B Deposit	2,915.54
✓ 5/07/2019	DEP	Branch Deposit	1,101.15
✓ 5/08/2019	DEP	Remote U/B Deposit	2,289.57
✓ 5/10/2019	DEP	Remote U/B Deposit	478.08
✓ 5/13/2019	DEP	Remote U/B Deposit	1,378.54
✓ 5/15/2019	DEP	Remote U/B Deposit	2,984.63
✓ 5/17/2019	DEP	Remote U/B Deposit	1,868.37
✓ 5/20/2019	DEP	Remote U/B Deposit	1,518.78
✓ 5/22/2019	ACH	ACH Payments - APR 2019 U/B	12,645.83
✓ 5/23/2019	DEP	Remote U/B Deposit	440.44
✓ 5/24/2019	DEP	Remote U/B Deposit	207.87
✓ 5/28/2019	DEP	Remote U/B Deposit	745.48
✓ 5/29/2019	DEP	Branch Deposit	3,334.99
✓ 5/30/2019	DEP	Remote U/B Deposit	87.37
✓ 5/31/2019	DEP	Remote U/B Deposit	2,410.00
<b>Total Deposits:</b>			<b>38,198.15</b>

Date	Check	To	Check Description	Amount
✓ 4/02/2019	0001027	COURTNEY 2, CHARLES/SUSAN	U/B Deposit Balance Refund	40.00
✓ 4/02/2019	0001028	GRAHAM, RON/MELONY	U/B Deposit Balance Refund	1.08
✓ 5/06/2019	0001033	BAKER, WILLIAM	Invoices 90026-1, 90026-2	93.19
✓ 5/06/2019	0001034	KALLIE, PETER	Customer Refund - Account Closed	105.66
✓ 5/06/2019	0001035	SMITH, REX	Customer Refund - Account Closed	40.00
✓ 5/06/2019	0001036	THOMPSON, PATRICIA	Customer Refund - Account Closed	50.00
✓ 5/06/2019	0001037	VANWERT, LYLE	Customer Refund - Account Closed	14.24
<b>Total Checks:</b>				<b>344.17</b>

Date	Reference	Adjustment Description	Amount
✓ 5/31/2019		Interest Earned	242.89
✓ 5/28/2019	NSF	ACH Return: No Account / Unable to Locate Account	-8.59
<b>Total Adjustments:</b>			<b>234.30</b>

**Part of the Islands Community Improvement District****Check Register from 5/01/2019 to 5/31/2019****Valley National 8933 W/S**

<u>Check</u>	<u>Date</u>	<u>Vendor / Description</u>	<u>Check / Payment</u>
0001033	5/06/2019	[90026] WILLIAM BAKER ( Invoices 90026-1, 90026-2)	93.19
0001034	5/06/2019	[90734] PETER KALLIE ( Customer Refund - Account Closed)	105.66
0001035	5/06/2019	[90519] REX SMITH ( Customer Refund - Account Closed)	40.00
0001036	5/06/2019	[90575] PATRICIA THOMPSON ( Customer Refund - Account Closed)	50.00
0001037	5/06/2019	[90598] LYLE VANWERT ( Customer Refund - Account Closed)	14.24
0001038	5/22/2019	[90805] TRAVIS HANSEN ( Customer Refund - Account Closed)	97.07
0001039	5/22/2019	[90265] HERMES, R.A. ( Customer Refund - Account Closed)	41.41
0001040	5/22/2019	[90282] TERRI HURLEY ( Customer Refund - Account Closed)	31.41
0001041	5/28/2019	[90175] FALLS, DANNY ( Customer Refund - Account Closed)	40.00
<b><u>Total Checks:</u></b>			<b><u>512.98</u></b>



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

Run: 6/12/2019 @ 7:23 AM

Page: 1

Closing Balance from Previous Statement.....	4/30/2019	1,008,252.48		
0 Deposits and Other Additions Totaling.....		0.00		
1 Checks and Other Withdrawals Totaling.....		500,513.22		
0 Adjustments Totaling.....		0.00		
0 Voids Totaling.....		0.00		
Service Charge.....		0.00		
Interest Earned.....	5/13/2019	1,439.47		
Closing Balance for this Statement.....	5/31/2019	509,178.73		
Difference.....		0.00		
<hr/>				
Cash Balance from General Ledger.....	5/31/2019	509,178.73		
Open Activity from Bank Register.....		0.00		
Adjustment for Service Charges and Interest.....		0.00		
General Ledger Reconciliation to Statement.....		509,178.73		
<hr/>				
Date	Check	To	Check Description	Amount
✓ 5/13/2019	EFT	Valley Bank	Debt Service Payment for 05/01/2019	500,513.22
Total Checks:				500,513.22
<hr/>				
Date	Reference	Adjustment Description		Amount
✓ 5/13/2019		Interest Earned		1,439.47
Total Adjustments:				1,439.47

**PORT OF THE ISLANDS**  
**UTILITY BILLING AGING REPORT- Over 90 Days**  
**FOR PERIOD 01/01/16 THRU 05/31/19**

OrgLookup	OrgName	Notes	BALANCE DUE
90034	BARFIELD, JAMES	PD 06/04/19	9.35
90134	CROWELL, CAROLYN	SHUT OFF ISSUED	171.70
90307	KENNY, ROSE	SHUT OFF ISSUED	42.18
90475	RETREAT @ POI	ADJ DONE	1585.65
90699	JADASZEWSKI, ERIC	PD 06/04/19	0.85
90779	REAL ESTATE ADVISORS	SHUT OFF ISSUED	60.10
TOTAL			\$1,869.83





# PORT OF THE ISLANDS CID

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FIELD MANAGEMENT REPORT FOR JUNE 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 5/30/19

### 1. Lake Management:

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

**Turbid Water in Retention Pond**



- b. Littoral Plants:** No new 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.



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



**h. Lake Aeration:** No aeration present.

**i. Shoreline Landscaping:** No concerns observed this month.

**j. Lake Bank Erosion:** No concerns observed this month.

## 2. Roadways:

**a. Asphalt:** New graffiti was observed on Union Road just past the 90 degree turn past the old hotel. We'll have out technician cover it up.



**b. Potholes:** Two potholes are increasing in size on Union Road just in front of the old hotel. If the Board would like we can have D&G fill them in when they are onsite in July.



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

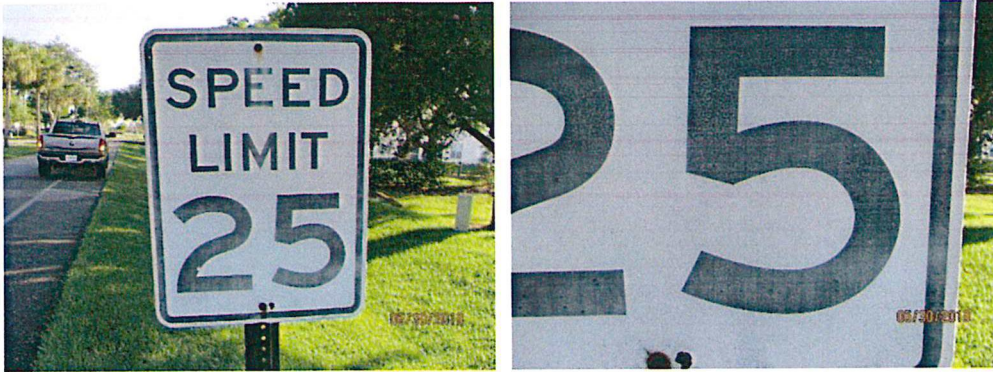
### d. Street Signage:

**i.** To help preserve the Cays Drive entrance sign the gentleman that recently repaired it has installed a piece of rubber on top of the wooden structure.





- ii. The 25mph speed limit sign on the exit side of Newport Drive is beginning to fade and will eventually need to be replaced. The sign is 18" x 24".



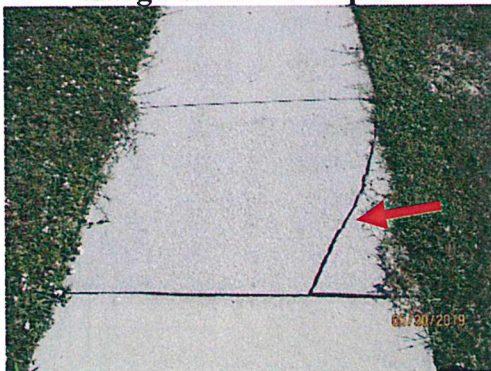
- e. **Roadway Landscaping:** Someone with an ATV tore up sod within the roadway median on Union Road just past the entrance to Peacock Lane. The Board may want to have Soto fix the area.



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

- 3. **Sidewalks:** There aren't any major issues with the sidewalks however if the Board would like we could obtain estimates to repair / replace any panels that have large cracks going through them.

**Large Crack Example**





#### 4. Storm Drainage System:

- a. **Catch Basins:** A large palm frond was found in the roadway basin in front of 215 Cays Drive. We'll have our technician remove it.



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

- i. **Sunset Cay:** WCS clear of debris. Vegetation is starting to encroach over the structure and will be cut back in July.
  - ii. **Venus Cay:** WCS clear of debris. Vegetation is starting to encroach over the structure and will be cut back in July.
  - iii. **Windward Cay:** WCS clear of debris.
  - iv. **Wilderness Cay:** WCS clear of debris. Vegetation is starting to encroach over the structure and will be cut back in July.
  - v. **Water Plant:** No new concerns observed this month.
  - vi. **Retention Ponds:** No new concerns observed this month.
- c. **Flumes:** The roadway flume at the entrance of Wilderness Cay has moderate debris in it and will be cleaned out. The area where the flume drains to is also built up with silt which will also be removed to improve the drainage flow.

**Area to Lower**





- d. **Culverts:** No new concerns observed this month. Florida Utility Solutions has been asked to flush out the 2 culverts in front of 194-242 Newport Drive & in front of Sunrise Cay. They should be completing this task anytime now.
- e. **Drain Pipes:** No issues observed this month.
- f. **Drainage Swales / Dry Detention Ponds / Banks:** The drainage swales behind the homes on Windward Cay & Wilderness Cay were walked this month and the following observations were made.
  - i. A new home is being built between 134 & 142 Windward Cay and it appears that the building area is encroaching into the drainage swale. The CID may want to have the District Engineer verify this.



- ii. The washout at 159 Windward Cay has been repaired.
- iii. The washout at 120 Wilderness Cay has been repaired. Last time I spoke with Robert Soto he said that they have been repairing these washouts / blowouts for the homeowners.



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

- a. **Main Monument:** One light on the entrance side remains out.





- b. Side Monuments:** An old u-channel post was observed behind the monument wall on the entrance side of Newport Drive. We'll have our technician remove it.

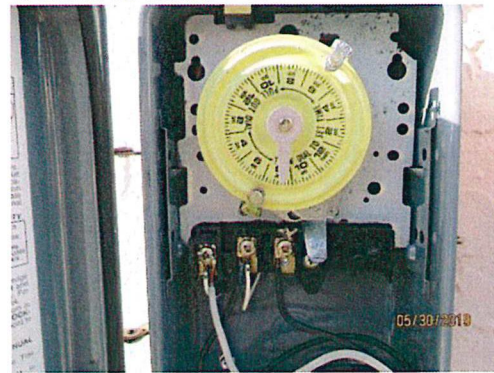
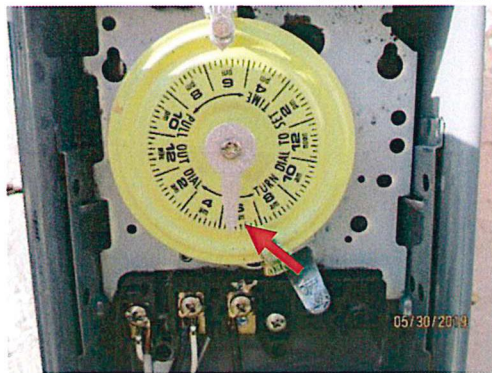


- c. Landscaping:** Multiple ground cover shrubs are dying off at the Newport Drive entrance.



- d. Landscape Lights:** The monument lights were still on upon our arrival. We checked the timer and the clock was off by about 2 hours. We went ahead and adjusted the clock and turned the lights off.

**Timer Clock – Before & After**



- e. Flagpole:** No issues observed this month.



- f. **41 Median:** Soto has replaced the two missing valve box covers and they have removed all the dead plant material.



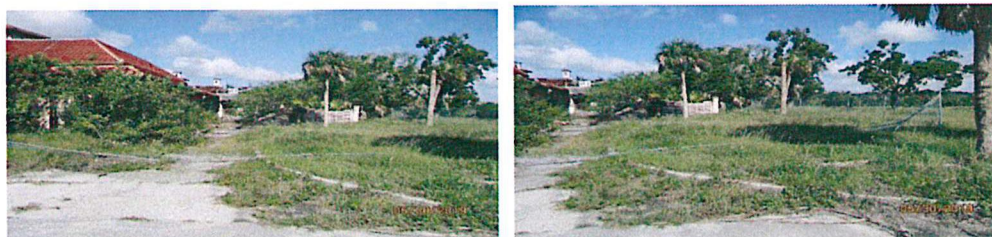
g. **Cays Drive Entrance:**

- i. Both clocks for the landscape lights were off by an hour and were adjusted.
- ii. An old utility box cover was found on the end of the entrance side monument wall. We'll have our technician remove it.
- iii. Several pieces of trash were observed within the plants. We'll have our technician pick it all up.



h. **Union Road Entrance:** No concerns observed this month.

6. **Irrigation System:** No concerns observed this month.
7. **Mosquito Spraying:** Mosquito sprayer / trailer: No new concerns this month.
8. **Residential Complaints / Concerns:** No complaints or concerns were reported to us this month.
9. **Non-CID Issues Observed:** A section of the security fence around the old hotel is on the ground.





## 10. Fish/Wildlife Observations:

<input type="checkbox"/> Bass	<input checked="" type="checkbox"/> Bream	<input type="checkbox"/> Catfish	<input type="checkbox"/> Gambusia
<input checked="" type="checkbox"/> Egrets	<input type="checkbox"/> Herons	<input type="checkbox"/> Coots	<input type="checkbox"/> Gallinules
<input checked="" type="checkbox"/> Anhinga	<input type="checkbox"/> Cormorant	<input type="checkbox"/> Osprey	<input checked="" type="checkbox"/> Ibis
<input type="checkbox"/> Woodstork	<input type="checkbox"/> Otter	<input type="checkbox"/> Alligators	<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 18<sup>th</sup> thru the 16<sup>th</sup>. Repairs would have been completed sooner but the asphalt plant is closed during the first week of July.

## 12. Water Treatment Plant:

- a. **Fire Hydrants:** Besides for still needing to be painted no other new concerns were observed this month.
- b. **Meter Boxes / Valves:** Florida Utility Solutions has painted all the valve covers throughout the community.



- 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:** No issues observed this month.

**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.

<b><i>Soto's Lawn Services at Port of the Island</i></b>			
<b>Estimate #</b>	<b>Date</b>	<b>Description</b>	<b>Status</b>
2783	12/20/2018	41/Union Rd: Fill by the truck load	Not Completed ?
		41/Union Rd: Floratam Sod	Not Completed ?
	2/13/2019	Remove all dead plants on NPD	Completed
		Order irrigation valve box covers for 41 median	Completed
2906	4/3/2019	Clock #5 in Zones #1-4 recommending to locate all 4 valves and repair.	Completed
2907	4/4/2019	Clock #1 Common in Zone #2, need to reroute pipe due to nopressure/dry spot.	Completed
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



**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 5/31/19	DATE REPORTED	VENDOR	PROJECT STATUS
Repair the damaged curb across from 215 & 285 Cays Drive	10/10/2016		
Repair the L on the Hotel / Marina Sign on Newport Drive	10/10/2016		
Crosswalk lines and bike path lines needed to be restriped.	10/10/2016		
Repair the leaning over headwall in the retention pond just south of Stella Maris Drive S.	10/10/2016		
Have the broken electrical box near the entrance to the sales center repaired.	8/1/2017		
Remove the debris from the drainage swale on Wilderness Cay.	5/2/2018		
Have the damaged sidewalk panel next to 134 Windward Cay replaced.	7/30/2018		
Have the vegetation along the well road cut back.	7/30/2018	Soto	Pending
Vegetation around the Well Stations should be cut back.	7/30/2018	Soto	Pending
Clean the roadway signs at Cays Drive / Wilderness Cay & at the Eveningstar Cay.	1/2/2019	CFS	Completed WO 1306
Remove the U-Channel post in front of the plant that has no signs on it.	1/30/2019	CFS	Completed WO 1306
Grind down the up-lifted sidewalk panels in front of 146 & 158 Windward Cay.	1/30/2019	CFS	Completed WO 1306
Pressure clean the catch basins and culverts along Newport & Cays Drive.	1/30/2019	CFS	Pending
Clean up the u-channel 20 mph sign post on Newport Drive (exit side) and paint . Remove the no longer in use U-channel post at the entrance of Union Road.	2/28/2019	CFS	Completed WO 1306
Remove the old 4x4 black wooden post from Newport Drive across from the fire station.	3/28/2019	CFS	Completed WO 1306
Remove silt from the roadway gutters on Cays Drive.	3/28/2019	CFS	Pending - WO 1325 June
Remove the bulrush that is covering the headwall in pond #2.	4/30/2019	CFS	Pending - WO 1325 June
Remove the climbing hemp vine from the cord grass around retention ponds 1 & 2.	4/30/2019	CFS	Pending - WO 1325 June
Cut back the thick vegetation around the WCS near the NW corner of the plant.	4/30/2019	CFS	Pending - WO 1325 June
Remove trash from the retention ponds and from the landscaping in front of the community.	5/30/2019	CFS	
Cover up the new graffiti on Union Road just past the 90 degree turn past the old hotel.	5/30/2019	CFS	
Remove the palm frond from the roadway catch basin in front of 215 Cays Drive.	5/30/2019	CFS	
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	
Remove the silt from the roadway flume on Wilderness Cay and open up drainage area behind the sidewalk.	5/30/2019	CFS	
Remove the old u-channel post that is being the monument wall on the entrance side of Newport Drive.	5/30/2019	CFS	
Remove the old utility box cover at the end of the entrance side monument wall on Cays Drive.	5/30/2019	CFS	





*Florida Utility  
Solutions*

## **PORT OF THE ISLANDS CID MONTHLY PLANT OPERATIONS REPORT JUNE 2019**

### **Wastewater Plant**

**Received and treated  
4.2 million gallons in  
May**

### **Water Plant**

**Produced and  
distributed 1.8 million  
gallons in May**

### **REUSE**

**Distributed 10.8 million  
gallons in May**



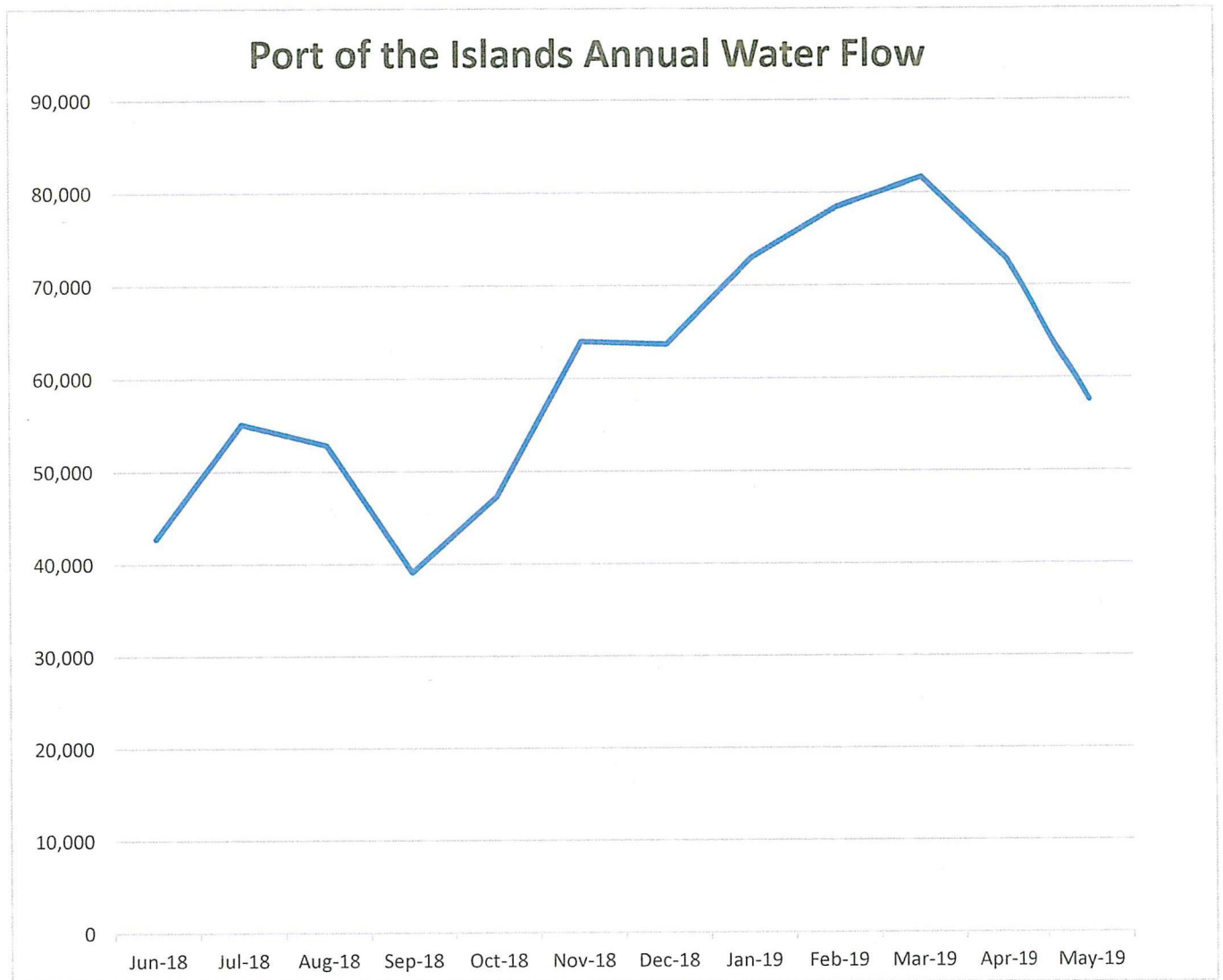
### **FLORIDA UTILITY SOLUTIONS**

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

239-435-0951

[www.floridautilitysolutions.com](http://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 30% complete

### WWTP - Waste Water Treatment Plant

- Daily Process control – is producing acceptable effluent

### FIRE STATION PUMPS

- All OK

### LIFT STATIONS

- All lift stations are functioning properly

### REUSE

- 75HP reuse motor contactor has had VFD installed

### DISTRIBUTION

- Meters were read during week of April 13<sup>th</sup>
- Received several requests for meter research and 30 change outs have been completed
- Installed new meters at new construction at 138 Winward Cay and 121 Newport Drive
- Removed master meter at Orchid Cove and replaced with 16 separate new meters