

**PORT OF THE ISLANDS  
COMMUNITY IMPROVEMENT DISTRICT**



**MAY 17, 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

May 10<sup>th</sup>, 2019

Dear Supervisors,

The regular meeting of the Port of the Islands CID Board of Supervisors will be held on May 17<sup>th</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 April 19<sup>th</sup>, the Field Manager's Report for May, the Utility Operations Report for May and the Financials for April.
- The assessment rules public hearing has been continued to this month's Board meeting. Enclosed is Resolution 2019-02 with an Exhibit A showing changes made to the Rules for the CID regarding boat ERC's.
- Enclosed is a letter from Gulf Coast Clays and Louland Gun Club with a request to be able to use other access roads.
- There will be an update on the fire hydrant painting.
- The Board will be approving the Fiscal Year 2020 Budget at this meeting and setting a public hearing for the budget.

Any supporting documents not enclosed will be distributed at the meeting. The **next meeting is scheduled for June 21, 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

### May 17, 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 April 19, 2019            | Pages 4-9   |
| 5. Assessment Rules Public Hearing                        |             |
| 6. Public Hearing for Adoption of Resolution 2019-02      | Pages 10-15 |
| 7. Communications   |             |
| A. Letter from Gulf Coast Clays and Louland Gun Club      | Page 16-17  |
| 8. 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                           | Pages 18-19 |
| 9. New Business   |             |
| A. Highway Striping and Asphalt Repair Bids               | Pages 20-23 |
| 10. Manager's Report                                      |             |
| A. Financial Statements for period ending April 30, 2019  | Pages 24-41 |
| B. Utility billing updates                                |             |
| C. Website ADA Compliance update                          |             |
| D. Approval of Fiscal Year 2020 Budget/Set Public Hearing | Pages 43-46 |
| i. Resolution 2019-03                                     | Page 42     |
| 11. Field Manager   |             |
| A. Field Report for May                                   | Pages 47-56 |
| i. Other follow up items                                  |             |
| 12. Utility Operations                                    |             |
| A. Utility Operations Report for May                      | Pages 57-59 |
| 13. Engineer's Report                                     |             |
| 14. Attorney's Report                                     |             |
| A. Parcel 13 water frontage                               |             |
| 15. Supervisor's Requests and/or Comments                 |             |
| 16. Audience Comments                                     |             |
| 17. Adjournment   |             |

**Next Meeting: June 21, 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 April 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 |

**Also present were:**

- |               |                                 |
|---------------|---------------------------------|
| Cal Teague    | District Manager                |
| Dan Cox       | District Attorney               |
| Ron Benson    | District Engineer               |
| Jeremy Fisher | 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. Also present were Jeremy Fisher from Florida Utility Solutions, Robert Soto from Soto's Lawn Service, District Attorney Dan Cox and District Engineer Ron Benson.

**SECOND ORDER OF BUSINESS**

**Approval of the Agenda**

The Agenda was presented with the addition of 10. E. Notification of Registered Voters.

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

**THIRD ORDER OF BUSINESS**

**Audience Comments on  
Agenda Items**

There being none, the next Order of Business followed.

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**FOURTH ORDER OF BUSINESS**

**Approval of Meeting Minutes**

**A. Regular Meeting Minutes from March 15, 2019**

The Meeting Minutes were presented with a change noted to line 245, than instead of then.

On MOTION by Supervisor Dillon, seconded by Chairman Davis, with all in favor, the Regular Meeting Minutes for March 15, 2019 were approved as amended.

**FIFTH ORDER OF BUSINESS**

**Assessment Rules Public Hearing**

The Board voted to open the Public hearing at 9:03 am.

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

The District Manager asked if there were any comments and there were none. The Public Hearing is for the changes regarding the General Fund. The Board voted to close the Public Hearing at 9:05 am.

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

There was a lot of discussion regarding this topic, but the Board had difficulty deciding what to do. They don't want to have to monitor the docks. If the Board wants to make any changes to the Boat ERC's for the upcoming Fiscal Year, then they must be done by the May meeting when the tentative Budget is approved. The Board is trying to decide how boat assessments should be charged and what boat owners should be charged based on size of boat and whether they use water only or water and sewer. The Board wants to treat boats that use sewer, water and electricity like RV's because individuals can live in these boats. The Board agreed to have Supervisor Kehlmeier and the District Engineer get together and take table 4 and adjust it. At next month's meeting the Board will look at table 4 and see which boats will get a rate increase and which ones won't. The Board agreed that 'Exhibit A' needs to be revised for the Agenda next month to show .4 for the General Fund for all boats. The Board had difficulty deciding how to charge for water and sewer and as such agreed to continue the hearing at next month's meeting.

On MOTION by Chairman Davis, seconded by Supervisor Dillon, with all in favor, the Public Hearing will continue at next month's meeting.

**SIXTH ORDER OF BUSINESS**

**Public Hearing for Adoption of Resolution 2019-02**

This item will be continued along with the Public Hearing, to next month's meeting.

**SEVENTH ORDER OF BUSINESS**

**Communications**

There being none, the next Order of Business followed.

**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. Mr. Soto reported that he ordered valve covers. He asked about the summer beautification for the entrances, as to where the beautification should happen. He is concerned about the areas with no water. His idea was to look into plants that don't need water for those areas with no water. Mr. Soto also asked if the Board was considering storm preventative treatment, such as palm tree trimming for hurricane season.

**ii. Irrigation Concerns**

Mr. Soto reported there would be a lot to get done over the summer and that he will present estimates in the coming months for items such as the summer beautification and the storm preventative items for hurricane season.

**iii. Any proposals to be considered**

Estimate 2956 was presented for the installation of plants for \$1,112.40. This is for an area on Mr. Soto's report that had dead plants and an area where there is an electrical timer box that needs to be hidden by plants.

On MOTION by Supervisor Dillon, seconded by Chairman Davis, with all in favor, estimate 2956 was approved.

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

The District Manager notified the Board that the Field Manager and the District Engineer have not been able to get together on this topic yet, but they will soon. It was discussed that they will be getting together towards the end of the month. Therefore, there is nothing to report on this topic currently.

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**C. Fire Hydrant Painting Update**

The Fire Department has cleaned and greased 25 hydrants. Another 25 will get done next week. They have been exercising all the caps to make sure they work as they should. The Fire Department is doing about 25 a week and should be pressure washing and painting within a few weeks.

**D. CMAC Agreement Termination**

The President of CMAC, Clifford MacMorris, came to address the Board again and present a letter with new rules and guidelines for the club. Mr. MacMorris also presented a whole new runway, to get their flight paths as far away from the water and sewer plants as possible. He also handed out to the Board an insurance document showing the CID as being covered as well as CMAC, in case of any future incidents. The Board agreed to allow CMAC to keep their agreement with the CID given the changes they've implemented and presented, contingent on legal approval.

On MOTION by Chairman Davis, seconded by Supervisor Dillon, with all in favor, the CMAC agreement will not be terminated, contingent on legal approval.

**NINTH ORDER OF BUSINESS**

**New Business**

There being none, the next Order of Business followed.

**TENTH ORDER OF BUSINESS**

**Manager's Report**

**A. Financial Statements for period ending March 31, 2019**

The financials were presented, discussed and accepted.

On MOTION by Chairman Davis, seconded by Supervisor Dillon, with all in favor, the financials for period ending March 31, 2019 were accepted.

**B. Utility Billing Updates**

The District Manager presented a delinquent accounts sheet. These delinquent accounts are mostly from former renters, from as long as two years ago. Mr. Teague discussed with the Board the possibility of writing these accounts off. That way the system stops carrying over the balances and tacking on late fees, as the majority of these balances are late fees. The Board voted to write them off.

On MOTION by Chairman Davis, seconded by Supervisor Kehlmeier, with all in favor, the Board voted to write off these delinquent accounts.

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The District manager reported that the utility bills went out and that they just did the re-reads. The District Manager also reported that utility billing is getting a lot smoother and there weren't any issues.

**C. Website ADA Compliance Update**

The District Manager reported that the contractor is designing POI's website first and it is looking good so far. Everything should be done by the end of July.

**D. Fiscal Year 2020 Budget Review**

The District Manager reported that at the next meeting the Board will establish a Public Hearing with a Resolution. Also, staff will have to start sending out mailed notices for the boat dock assessment increases. The Budget was presented by the District Manager and discussed briefly by the Board of Supervisors. It was discussed that the Water Sewer Fund owes the General Fund more than \$344,000 which is not expected to be payed back.

**E. Notification of Registered Voters**

The District Manager notified the Board that there are 550 registered voters in the community.

**ELEVENTH ORDER OF BUSINESS**

**Field Manager**

**A. Field Report for April**

The Field Report for April was presented and reviewed by the Board. The District Manager reported that the Field Manager finished painting the stop lights this weekend. The Board asked if Mr. Pepin would be doing the bike lane lines as well as they are quite faded. Mr. Pepin is to get an estimate for this work and get an estimate for higher quality reflective paint (thermoplastic paint) as well as the same kind of paint used last time. The Board would also like Mr. Pepin to get an estimate to repair the asphalt where there is an irrigation issue on page 52 of his report.

**i. Other follow-up items**

There being none, the next Order of Business followed.

**TWELVTH ORDER OF BUSINESS**

**Utility Operations**

**A. Utility Operations Report for April**

Jeremy Fisher gave his report to the Board. Mr. Fisher stated that everything is going well, the meters were read last week and about 30 meters were changed out.



244 **THIRTEENTH ORDER OF BUSINESS**

**Engineer's Report**

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District Engineer Ron Benson was in attendance and discussed the project he is working on with the Field Manager. They are shooting for April 30th to have Mr. Benson's survey crew go through POI and take measurements with Mr. Pepin. They'll determine how much dirt needs to be removed and flag those locations as well as take notes of those locations. The Field Manager will be taking digital pictures when the stakes are put into the ground in case any residents remove these flags.

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253 **FOURTEENTH ORDER OF BUSINESS**

**Attorney's Report**

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**A. Parcel 13 Water Frontage**

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District Attorney Dan Cox was in attendance to give the Board his report. Mr. Cox stated that the County responded to Mr. Teague's letter and they will be meeting next Thursday, the 2nd of May.

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Mr. Cox also stated for Board consideration, that the Orchid Cove lots could be purchased as a tax sale.

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264 **FIFTEENTH ORDER OF BUSINESS**

**Supervisor's Requests and/or  
Comments**

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Supervisor Dillon asked about the code enforcement complaint regarding the Dormitory.

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269 **SIXTEENTH ORDER OF BUSINESS**

**Audience Comments**

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There being none, the next Order of Business followed.

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273 **SEVENTEENTH ORDER OF BUSINESS**

**Adjournment**

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There being no further Orders of Business, the meeting was adjourned at 11:20 a.m.

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On MOTION by Supervisor Dillon, seconded by Chairman Davis, with all in favor, the meeting was adjourned at 11:20 a.m.

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**The next Meeting will occur on May 17, 2019 at 9:00 a.m.**

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\_\_\_\_\_  
**Secretary/Assistant Secretary**

\_\_\_\_\_  
**Chairman/Vice Chairman**

**RESOLUTION 2019-02**

**A RESOLUTION TO THE BOARD OF SUPERVISORS OF PORT OF THE ISLANDS COMMUNITY IMPROVEMENT DISTRICT AMENDING THE RULES OF PROCEDURE TO ALLOW FOR AN INCREASE IN THE ERC CHARGE FOR MARINA SLIPS**

**WHEREAS**, the Port of the Islands Community Improvement District (the "District") is a local unit of special-purpose government created and existing pursuant to Chapter 190, Florida Statutes, being situated entirely within Collier County, Florida; and

**WHEREAS**, the Board of Supervisors of the District is authorized by Section 190.011(5) to adopt rules and orders pursuant to Chapter 120, Florida Statutes; and

**WHEREAS**, the District is authorized to set fees and charges for the use of District facilities and services in accordance with Section 190.035(2), Florida Statutes.

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

Section 1: The Board of Supervisors hereby adopts the amendments to the Rules establishing an increase in the ERC charges for marina slips as attached as Exhibit A.

Section 2: This Resolution shall become effective immediately upon its adoption.

**Passed and Adopted this 17<sup>th</sup> day of May 2019.**

**ATTESTED BY:**

**PORT OF THE ISLANDS  
COMMUNITY IMPROVEMENT DISTRICT**

\_\_\_\_\_  
**Secretary/Assistant Secretary**

\_\_\_\_\_  
**Chair/Vice Chair**

# Exhibit A

Supervisors at a regularly scheduled meeting occurring within sixty (60) days of receipt of the Application to Transfer ERCs.

- E. If the Board of Supervisors determines that the provisions of this Rule have been fully satisfied, it shall approve the Request to Transfer ERCs, absent any compelling reason to the contrary.

*(AMENDMENT 1-05/21/10)*

**7.0 Severability**

If any portion of this Rule shall be found to be invalid by any event or hearing officer with jurisdiction to consider the validity of Rules under Chapter 120, Florida Statutes, said portion shall be severed here from and the remainder of this Rule shall remain in full force and effect to the extent permitted by law.

**8.0 Effective Date**

This Chapter of the Rules of the Port of the Islands Community Improvement District shall become effective immediately upon approval.

*ADOPTED: November 29, 2000  
Amendment 1 05/21/10*

**4.35 Relative to the Method of Determining the Equivalent Residential Connection Necessary for Commercial-new Development and existing entities to Utilize the District's Potable Water and Wastewater System. In addition, this is the policy for establishing the assessed benefits to all properties inside of the Port of the Islands Community Improvement District.**

POLICY FOR DETERMINATION OF  
UTILITY AVAILABILITY

Recitals

A. The Port of the Islands Community Improvement District owns, operates and maintains potable water production and distribution facilities and wastewater collection and treatment facilities providing services to the properties within the boundaries of the District.

B. Each property that is provided services by Port of the Islands Community Improvement District was assigned a specific number of Equivalent Residential Units (ERCs) for utilities services (water and wastewater) as its allocation of

capacity within the District's systems.

C. The number of ERCs assigned to each property establishes a limit on the system capacity that the District can commit to each property within the District.

D. From time to time the District is asked to provide a letter of utility concurrency to Collier County as part of the County's review of development projects within the District.

E. The allocation of utility service between the various properties was based on a methodology that assigned a numerical equivalency (for utilities services purposes) between various types of development anticipated to incur on the property at the time that the District was established, and the facilities were constructed. Other uses were assigned a portion of an ERC based upon the original methodology of usage. For all permanent living units, the General Fund benefits received are determined to be equal and therefore all are assigned 1.0 ERC's to support the communities general operations. Those operations being funded through the General Fund most non-water and sewer operations. The General Fund supported operations include road maintenance, irrigation, CID common area landscape maintenance, storm water, and general administrative expenses.

F. A single family residential unit was assigned the value of 1.0 ERC. The following table identifies the equivalency of planned uses compared to that for a single family residential unit.

<u>ENTITY</u>	<u>Water/Sewer</u>	<u>General Fund</u>
Single Family Residential Unit	1.0 ERC	1.0 ERC
Multifamily Residential Unit	0.8 ERC	1.0 ERC
Recreational Vehicle Residential Unit	0.4 ERC	1.0 ERC
Hotel Room or Suite	0.6 ERC	.4 ERC
Restaurant Seat	0.2 ERC	-----
Bar or Cocktail Lounge Seat	0.08 ERC	-----
Standard up to 26' Marina Slip (water supply only)	0.08 ERC	.4 ERC
Standard up to 26' Marina Slip (water and sewer)	0.16 ERC	.4 ERC
Marina Slip (Water and Sewer) 26' - 40'	0.2 ERC	.4 ERC
Larger Boat Slips, 40' plus	0.4 ERC	.4 ERC

Sanitary Pump Out Station – To be determined by Engineer based on formal proposal.

The Board of Supervisors of the District finds that it is probable that a property owner may propose a use for their property that was not considered in the original determination of equivalency and that it is more fair and certain to the owners of property and to the District if the District has a uniform policy for determining utility availability.

NOW THEREFORE, be it resolved that it is the Policy of the Port of the Islands Community Improvement District that:

1. Prior to providing a letter of utility availability to Collier County on behalf of any of the properties served by the systems owned by the Port of the Islands Community Improvement District, the District will review the proposed site development plan and determine that the anticipated system demands from the proposed development does not exceed the system capacity reserved for the property.
2. The amount of system capacity necessary to support a single family residential unit is assigned the value of 1.0 ERC. Per the table above(F) identifies the numerical relationship between other uses as compared to that for a single family residential unit.
3. In the event that future development is proposed that involves types of development other than those identified above then an evaluation of the numerical equivalency of each of the proposed additional types of development will be performed by the District's Engineer of Record. The District's Engineer of Record will utilize Chapter 64E-6.008 (Table 1) with an effective date of May 24, 2004 in performing this evaluation. For the purpose of establishing the definition of a single ERC, a dwelling with 3 bedrooms as identified in Chapter 64E-6.008 (Table 1) as requiring 300 gallons per day is equal to 1.0 ERC. The number of gallons per day identified in Chapter 64E6.008 (Table 1) for an identified type of establishment will be divided by 300 in order to determine the numerical equivalency of that type of establishment as compared to a single family residential unit. In some cases, engineering judgment will be necessary to accommodate types of establishments that may not be specifically included in Chapter 64E-6.008 (Table 1) or proposed facilities that may combine functions associated with multiple types of establishments as identified in Table 1.

4. In the event that the owner of a subject property does not agree with the evaluation performed by the District's Engineer of Record then they may petition the District's Board of Supervisors and present evidence for an alternative assessment for the proposed type of establishment to be developed.

5. This rule and the determination of utility capacity is not intended to and does not affect the number of "ERCs" assigned to a property for purposes of allocating operation and maintenance expense or the apportionment of the duty to pay any non-ad valorem special assessments for operations and maintenance or debt service. Whether a property utilizes all the utility capacity assigned to the property or not it will continue to be subject to the same level of non-ad valorem assessments, unless and until a transfer of ERCs is made from one property to another and the District's Board of Supervisors accepts an amended methodology reapportioning the duty to pay the assessments.

*Adopted January 27, 2006*

[Adopted May 17, 2019](#)

#### **4.36 Cross-Connection Control Plan for the Districts Water Utilities**

##### **I. INTRODUCTION**

###### **A. Goal**

The Port of the Islands Community Improvement District drinking water system has the responsibility to supply safe water to each and every customer under foreseeable circumstances. Each instance where water is used so as to create the possibility of backflow threatens the health and safety of our customers. Such situations may result in the public water system becoming a transmitter of disease organisms, toxic materials or other hazardous substances, which may adversely affect large numbers of people. The only protection against such occurrences is the elimination of such cross-connections or the isolation of such hazards from the water supply lines by properly installed, approved backflow prevention devices.

###### **B. Plan of Action**

The Port of the Islands Utility (Utility) is determined to take every reasonable precaution to see that cross-connections are not allowed to contaminate the water being distributed to its customers. This Cross-Connection Control Plan outlines a plan designed to control cross-connections within the area served by the water system. The Port of the Islands water system customer base is mostly residential with the exception of a marina, gun club and two hotels. The Port of the Islands

**Corey Rugg**

**Gulf Coast Clays**

**Louland**

**124525 Union Rd**

**Naples, Fl 34114**

**To whom it may concern,**

**I am writing this letter to propose Gulf Coast Clays and Louland gun club be able to use the other access road around the hotel instead of Union Rd.**

**As you may or may not have noticed, the road next to the water plant has been becoming worse and worse over the last year. Since Union road is the one designated for all our guests and members you can understand that we have received many complaints about its condition. Since no clear effort has been made for repairs (other than us using our skid steer to fill in holes from time to time) we would like permission to use the other road around the hotel as our main access road. Since it is a much smaller stretch of road, we will be able to repair and maintain it at a much lower cost than attempting to upkeep all of Union Rd. Also, we would be completely responsible for the upkeep of the smaller section of road with no responsibility to you.**

**In conclusion, I please ask for your consideration on the above. We have had many people mention to us that they will consider shooting elsewhere next year if the condition of the road is not approved. We are only looking for a solution to keep our members and guests happy and prevent a decline in business. If this option is out of the question, I would like to come to some sort of solution that would benefit all parties. Thank you for your consideration.**

**Sincerely,**

**Gulf Coast Clays**

**Louland gun club**





## Sabrina Burnette

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**From:** Cal Teague  
**Sent:** Monday, May 6, 2019 8:53 PM  
**To:** Anthony Davis; 'Blaine Brisson'; 'Mitch Gilbert'  
**Cc:** 'Kevin Nelmes'; 'Caleb Morris'; Sabrina Burnette  
**Subject:** RE: Hydrant project at the Port

Thank you all, Tony lets place this email on the agenda next meeting unless you get a more up to date one.

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**From:** Anthony Davis <Anthony@jadavis.com>  
**Sent:** Monday, May 6, 2019 12:14 PM  
**To:** 'Blaine Brisson' <bbrisson@gnfire.org>; 'Mitch Gilbert' <MitchGilbert@FloridaUtilitySolutions.com>  
**Cc:** 'Kevin Nelmes' <knelmes@gnfire.org>; 'Caleb Morris' <cmorris@gnfire.org>; Cal Teague <CTeague@cddmanagement.com>  
**Subject:** RE: Hydrant project at the Port

Thanks, Blaine,

I am sure that Mitch will be in touch with you regarding the status of any hydrant repairs so the painting can begin ASAP.

*J. Anthony Davis*

**Davis & Associates**  
 P.O. Box 7488  
 Naples, Florida 34101-7488  
 (239) 430-0806  
 (866) 226-7990 FAX

Providing financial services and quality insurance solutions for over 40 years!  
 Life, Health, Dental and Medicare Solutions.

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**From:** Blaine Brisson <bbrisson@gnfire.org>  
**Sent:** Monday, May 06, 2019 11:10 AM  
**To:** Anthony Davis <Anthony@jadavis.com>; Mitch Gilbert <MitchGilbert@FloridaUtilitySolutions.com>  
**Cc:** Kevin Nelmes <knelmes@gnfire.org>; Caleb Morris <cmorris@gnfire.org>  
**Subject:** Hydrant project at the Port

Good Morning!

I'm happy to report that we've finished greasing and flowing all the hydrants here at the Port of the Islands. The only caps and sleeves that were not greased were the ones that we couldn't get off. I have attached the final list of hydrants that need attention. Please let LT. Nelmes or myself know when the hydrants have been repaired and then I believe we can start pressure cleaning and painting them. LT. Nelmes will take the lead on that so he will be able to better answer any questions regarding that

process. If you do have any questions, however, feel free to contact Kevin or myself. We're both happy to help. Have a great day.

Blaine W. Brisson Jr

A Shift Lieutenant

Station 61

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**From:** Blaine Brisson <bbrisson103183@yahoo.com>

**Sent:** Monday, May 6, 2019 10:49 AM

**To:** Blaine Brisson

**Subject:** Bad hydrants @ PORT:

Bad hydrants @ PORT:

1. Steamer port frozen nearest 25029 Peacock 101
2. Southern 2.5" Cap frozen nearest 25033 Peacock 102
3. Southern 2.5" Cap frozen nearest 25046 Peacock 102
4. Steamer Cap frozen between 25098 and 25094 Peacock
5. Steamer Cap frozen between 25102 and 25106 Peacock
6. Steamer and southern caps frozen between 194 & 206 Newport Dr
7. Steamer Cap frozen 290 Newport Dr
8. Southern 2.5" Cap frozen due west of building F on Newport Dr
9. All caps frozen on hydrant nearest realty office
10. Steamer Cap frozen 124 Wilderness Cay
11. Steamer Cap and Eastern 2.5" Cap frozen on hydrant between 158 and 154 Windward Cay
12. Big leak at base of hydrant between 167 and 171 Cays Drive OUT OF SERVICE
13. Steamer Cap frozen between 172 and 168 Venus Cay
14. Steamer and North 2.5" caps frozen and stem is extremely stiff on hydrant due West of 188 Cays Drive
15. Steamer Cap frozen on hydrant at culdesac on sunset cay
16. Steamer Cap frozen between 182 and 186 sunset cay
17. Threads on steamer Cap need cleaning and North 2.5" Cap is frozen next to 385 Stella Marris North
18. Eastern 2.5" sleeve has been cross threaded and needs replaced between 360 and 370 Stella Marris North
19. Steamer Cap frozen between 105 and 103 Morning Star Cay
20. All 3 caps frozen in front of 168 Evening Star Cay OUT OF SERVICE
21. Steamer Cap frozen in front of 205 Sunrise Cay
22. Steamer Cap frozen in front of 237 Sunrise Cay

Sent from my iPhone

## Sabrina Burnette

---

**From:** Christopher Pepin <cpepin@communityfieldservices.com>  
**Sent:** Monday, May 6, 2019 11:14 AM  
**To:** Sabrina Burnette  
**Subject:** FW: Port of the Islands - Additional Asphalt Repairs - Agenda Item  
**Attachments:** HABITAT CID PORT OF THE ISLANDS REPAIRS & RESTRIPE.pdf; TERMS PAGE 2 D&G.pdf

Please include the email below as part of the proposal to show all locations that are going to be repaired. Thanks!

**Christopher Pepin**  
**Community Field Services Inc.**



(239)284-6662  
[cpepin@communityfieldservices.com](mailto:cpepin@communityfieldservices.com)  
[www.communityfieldservices.com](http://www.communityfieldservices.com)

**From:** Ken Dusseau <kendusseau@gmail.com>  
**Sent:** Monday, May 6, 2019 10:43 AM  
**To:** Christopher Pepin <cpepin@communityfieldservices.com>  
**Subject:** Re: Port of the Islands - Additional Asphalt Repairs

Good morning Chris....please find the attached proposal below for the PORT OF THE ISLANDS CID PROJECT. Even though the a/m repairs (your email of 5/1/19) are not spelled out in proposal they have been accounted for in proposal. If you have any questions, please feel free to call on me anytime! Once approved, please return signed proposal to me and we'll get you scheduled. We have some room, mid to late June currently. Thank you for the opportunity! I look forward to hearing from you soon. Best Regards

On Wed, May 1, 2019 at 10:09 AM Ken Dusseau <kendusseau@gmail.com> wrote:

Got it...Thanks Chris

On Wed, May 1, 2019 at 9:54 AM Christopher Pepin <cpepin@communityfieldservices.com> wrote:

Hey Ken,

I forgot to include on other section for repair at the entrance of Sunrise Cay. This areas was approximately 3'x8'.

Christopher Pepin  
 Community Field Services Inc.

[Community Field Services logo]

(239)284-6662  
[cpepin@communityfieldservices.com](mailto:cpepin@communityfieldservices.com)<mailto:cpepin@communityfieldservices.com>

[www.communityfieldservices.com](http://www.communityfieldservices.com)<<http://www.communityfieldservices.com/>>

From: Christopher Pepin  
Sent: Wednesday, May 1, 2019 8:28 AM  
To: 'Ken Dusseau' <[kendusseau@gmail.com](mailto:kendusseau@gmail.com)>  
Subject: Port of the Islands - Additional Asphalt Repairs

Morning Ken,

I visited Port of the Islands yesterday and came across a couple of additional asphalt repairs that should be completed. Can you add the following to your proposal.

1. 182 Newport Drive: 2'x6' area should be removed and replaced.
2. 170 Newport Drive: 2'x15' area should be removed and replaced.
3. Union Road Exit side between 41 and Swan Lane: 28'x5' area should be removed and replaced.

Let me know if you have any questions.

Christopher Pepin  
Community Field Services Inc.

[Community Field Services logo]

(239)284-6662



1•800•SEALCOAT

DG PAVEMENT SOLUTIONS, INC.  
 17580 ROCKEFELLER CIRCLE  
 FORT MYERS, FL 33967

TEL: (239)267-1711  
 FAX: (239)267-2011

[www.dngsealcoat.com](http://www.dngsealcoat.com)

Ryan Terry, Owner  
 LIC.#PG18-10124

[ryan@dngsealcoat.com](mailto:ryan@dngsealcoat.com)

Dana Simantel, Office Manager

[admin@dngsealcoat.com](mailto:admin@dngsealcoat.com)

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# QUOTATION

NAME / ADDRESS
PORT OF THE ISLANDS CID C/O PREMIER DISTRICT MANAGEMENT 3820 COLONIAL BLVD. SUITE 101 FORT MYERS, FL 33966
LOCATION
PORT OF THE ISLANDS CID

TELEPHONE	DATE	ESTIMATE NO.
239-284-6662	5/5/2019	1805-165
FAX	E-MAIL	
	<a href="mailto:cpepin@communityfieldservices.com">cpepin@communityfieldservices.com</a>	

DESCRIPTION	TOTAL
NEWPORT DRIVE- ASPHALT REPAIRS- to (7) areas, as marked, with (1) tree root issue, totaling approx. 189 SF, areas to be cut out, cleaned, edges sealed for longevity, FDOT S-3 hot plant mix asphalt, compacted/rolled to 1.5" avg.compacted thickness.	1,417.50
NEWPORT DRIVE-RE-STRIPING- approx. 5,660 lin.ft. of 6" white line along road edges, (1) 12' stop bar @ DOCKMASTER AREA, and (1) 24' stop bar behind entrance. Blacken out (sealcoat) at (8) locations, a 12'x3 area, at existing stenciled areas, re-stencil 4' BIKE LANE with 3' ARROWS. <b>***PLEASE ADD \$360.00 FOR GLASS BEADS ADDED FOR REFLECTIVITY***</b>	3,110.00
CAYS DRIVE- Re-stripe (48) 10'x6" white divider lines, 2560 lin.ft of 6" double yellow line, 72' of 2' wide yellow lines, 267' of 6" white line and 73' of 2' wide white lines. <b>***PLEASE ADD \$325.00 FOR GLASS BEADS ADDED FOR REFLECTIVITY***</b>	2,385.00
UNION ROAD- ASPHALT REPAIRS-totalling approx. 186 SF, as marked out. Areas to be cut out, cleaned, edges sealed for longevity, FDOT S-3 hot plant mix asphalt, compacted/rolled to 1.5"avg.	1,395.00
UNION ROAD- RE-STRIPING-4,782 lin.ft of 6" white line along road edges. Blacken out (sealcoat) a 12'x3' area at (7) stencil locations, re-stripe "diamond" stencil, as existing. <b>***PLEASE ADD \$310.00 FOR GLASS BEADS ADDED FOR REFLECTIVITY***</b>	2,375.00

PAYMENT TERMS	PAYMENT DUE UPON COMPLETION	TOTAL ESTIMATE	\$10,682.50
---------------	-----------------------------	----------------	-------------

IT IS AGREED THAT BY SIGNING BELOW, ALL TERMS ON PAGE TWO (2) ARE ACCEPTED.

Printed Name-- Signee

Authorized Signature

Primary Contact-- Name

Title

Date

Phone Number

**Officially Ranked as a USA Top Contractor for 5 consecutive years by Pavement Magazine  
 FIRST PLACE NATIONAL AWARD IN THE SMALL JOB (500,000 sf) CATEGORY**



**1•800•SEALCOAT**

**D & G SEALCOATING AND STRIPING, INC**  
17580 ROCKEFELLER CIRCLE  
FORT MYERS, FL 33967

TEL: (239)267-1711  
FAX: (239)267-2011

[www.dngsealcoat.com](http://www.dngsealcoat.com)

Ryan Terry, Owner  
Dennis Deibel and Gail Shaw

[ryan@dngsealcoat.com](mailto:ryan@dngsealcoat.com)  
[admin@dngsealcoat.com](mailto:admin@dngsealcoat.com)

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## CONTRACT TERMS & CONDITIONS

Within the terms and conditions of this agreement, "contractor" refers to D & G Sealcoating and Striping, Inc.:

Proposed quantities are based on site conditions observed in (MONTH NAME & YEAR).

This proposal includes only the scope of work listed above. Any alteration or deviation from this scope of work may result in additional costs and must be contracted for, in writing and signed by an authorized representative of contractor.

Materials and workmanship are warranted for one year from the date of completion. We do not warrant cracking in pavement and sealing.

The terms of payment will be complied with despite any warranty claims.

No work will be scheduled until a signed contract has been received by the contractor.

If payment is not received within 30 days of job completion there will be a 1.5% late fee assessed monthly until paid in full.

Any claims for warranty work as stated in this contract will be waived should barricades or cones be moved prematurely from a job site by others without the contractors permission.

Existing pavement is expected to support the weight of normal construction loads.

The contractor is not responsible for damages caused to work zones by vehicles or persons trespassing in designated work areas that are barricaded.

The contractor is not responsible for notifying residents or businesses to remove their vehicles from the work zone area. If vehicles are not relocated and it is necessary return to the job site, there will be an additional mobilization charge of \$500.00.

Contractor reserves the right to utilize sub-contractors for any items as necessary.

Any changes to the original signed contract must be made in writing to the contractor prior to additional work being done.

It is imperative that all sprinklers in the designated work area be turned off the day before work starts and can be turned back on the day after the section is completed.

It is agreed that the contractor will not be held responsible if work requires rescheduling due to inclement weather.

All pricing in this quotation is valid through this calendar year.

**Officially Ranked as a USA Top Contractor for 5 consecutive years by Pavement Magazine  
FIRST PLACE NATIONAL AWARD IN THE SMALL JOB (500,000 sf) CATEGORY**

**PORT OF THE ISLANDS  
COMMUNITY IMPROVEMENT DISTRICT**

Financial Report

April 30, 2019  
*unaudited*

**Prepared by:**  
Premier District Management



**Balance Sheet by Fund**  
**Port of the Islands Community Improvement District**  
**April 30, 2019**

	<u>GENERAL FUND</u>	<u>WATER AND SEWER FUND</u>	<u>TOTAL</u>
<b><u>ASSETS</u></b>			
<b>Current Assets</b>			
Cash	182,919.05	115,547.07	298,466.12
Assessments Receivable - General Fund	369,196.31	0.00	369,196.31
Allowance-Doubtful Collections	(369,196.31)	0.00	(369,196.31)
Accounts Receivable	0.00	31,646.21	31,646.21
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	(309,345.32)	0.00	(309,345.32)
Due To/From 001/202	0.00	309,345.32	309,345.32
Investments - Money Market Account	1,008,252.48	0.00	1,008,252.48
Prepaid Items	5,744.19	0.00	5,744.19
Deferred Amount of Refunding	0.00	36,369.65	36,369.65
<b>Total Current Assets</b>	<b>887,570.40</b>	<b>492,908.25</b>	<b>1,380,478.65</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>887,570.40</b>	<b>10,270,949.12</b>	<b>11,158,519.52</b>
<b><u>LIABILITIES</u></b>			
<b>Current Liabilities</b>			
Accounts Payable	2,105.05	0.00	2,105.05
Accounts Payable	0.00	8,210.26	8,210.26
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	8,897.84	8,897.84
Deposits	0.00	28,099.88	28,099.88
<b>Total Current Liabilities</b>	<b>2,105.05</b>	<b>541,940.80</b>	<b>544,045.85</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>2,105.05</b>	<b>1,498,940.80</b>	<b>1,501,045.85</b>
<b>FUND BALANCES/NET ASSETS</b>			
<b>Fund Balances</b>			
<b>Nonspendable</b>			
Prepaid Items	5,744.19	0.00	5,744.19
<b>Assigned</b>			
Operating Reserves	103,762.00	0.00	103,762.00
<b>Unassigned</b>			
Unassigned	775,959.16	0.00	775,959.16
<b>Net Assets</b>			
Invested in capital assets, net of related debt	0.00	8,333,643.03	8,333,643.03
Unrestricted/Unreserved	0.00	438,365.29	438,365.29
<b>TOTAL FUND BALANCES/NET ASSETS</b>	<b>885,465.35</b>	<b>8,772,008.32</b>	<b>9,657,473.67</b>
<b>TOTAL LIABILITIES &amp; FUND BALANCES/NET ASSETS</b>	<b>\$ 887,570.40</b>	<b>\$ 10,270,949.12</b>	<b>\$ 11,158,519.52</b>

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

General Fund

	<u>ANNUAL BUDGET</u>	<u>YTD Budget</u>	<u>YTD ACTUAL</u>	<u>Variance</u>	<u>% ANNUAL BUDGET</u>	<u>APR 30, 2019 ACTUAL</u>
<b>Revenues</b>						
Interest - Investments	3,500	2,042	9,606	7,564	(274)	2,150
Special Assmnts- Tax Collector	324,776	189,453	312,615	123,162	(96)	19,544
Interest - Tax Collector	0	0	278	278	0	166
Special Assmnts- District Collected	34,641	20,207	0	(20,207)	0	0
Special Assmnts- Uncollectable	(34,641)	(20,207)	0	20,207	0	0
Special Assmnts- Discounts	(17,223)	(10,047)	(7,959)	2,088	(46)	(38)
Other Miscellaneous Revenues	0	0	12,256	12,256	0	37
<b>Total Revenues</b>	<b>311,053</b>	<b>181,448</b>	<b>326,796</b>	<b>145,348</b>	<b>(105)</b>	<b>21,859</b>
<b>Expenses</b>						
<b>Administrative</b>						
P/R-Board Of Supervisors	7,000	4,083	3,400	683	49	500
Employment Taxes	536	313	348	(35)	65	168
P/R - Processing Fees	600	350	285	65	48	0
Profserv-Engineering	12,500	7,292	6,657	635	53	946
Profserv-Legal Services	12,500	7,292	4,293	2,999	34	553
Profserv-Mgmt Consulting Serv	43,394	25,313	25,313	0	58	3,616
Profserv-Property Appraiser	4,851	2,830	700	2,130	14	0
Auditing Services	3,500	2,042	0	2,042	0	0
Postage And Freight	350	204	68	136	19	0
Rental - Meeting Room	350	204	150	54	43	75
Insurance-General Liability	8,000	4,667	4,343	324	54	574
Printing And Binding	600	350	0	350	0	0
Legal Advertising	1,000	583	0	583	0	0
Miscellaneous Services	500	292	185	107	37	0
Misc-Assessmnt Collection Cost	6,468	3,773	6,094	(2,321)	94	391
Office Supplies	200	117	0	117	0	0
Annual District Filing Fee	175	102	175	(73)	100	0
<b>Total Administrative</b>	<b>102,524</b>	<b>59,807</b>	<b>52,011</b>	<b>7,796</b>	<b>51</b>	<b>6,823</b>
<b>Field</b>						
Contracts-Field Services	25,000	14,583	15,922	(1,339)	64	2,275
Electricity-Streetlighting	19,000	11,083	10,403	681	55	714
R&M-Renewal and Replacement	5,000	2,917	6,042	(3,125)	121	0
R&M-Storm Water Drainage	3,000	1,750	1,402	348	47	0
<b>Total Field</b>	<b>52,000</b>	<b>30,333</b>	<b>33,769</b>	<b>(3,435)</b>	<b>65</b>	<b>2,989</b>
<b>Landscape/Irrigation</b>						
Contracts-Landscape	82,830	48,318	42,090	6,228	51	(297)
Utility-Irrigation	15,000	8,750	6,617	2,133	44	1,457
R&M-Irrigation	10,000	5,833	7,137	(1,303)	71	3,539
<b>Total Landscape/Irrigation</b>	<b>107,830</b>	<b>62,901</b>	<b>55,844</b>	<b>7,058</b>	<b>52</b>	<b>4,699</b>
<b>Roadway Management</b>						
R&M-Signage	1,000	583	138	445	14	0
R&M-Roads & Alleyways	5,000	2,917	4,000	(1,083)	80	0

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

General Fund

	<u>ANNUAL BUDGET</u>	<u>YTD Budget</u>	<u>YTD ACTUAL</u>	<u>Variance</u>	<u>% ANNUAL BUDGET</u>	<u>APR 30, 2019 ACTUAL</u>
<b>Total Roadway Management</b>	6,000	3,500	4,138	(638)	69	0
<b><u>Mosquito Control</u></b>						
Contracts-Mosquito Treatment	19,500	11,375	6,910	4,465	35	987
Chemicals-Mosquito Spray	10,000	5,833	0	5,833	0	0
R&M-Mosquito Control	5,000	2,917	0	2,917	0	0
<b>Total Mosquito Control</b>	34,500	20,125	6,910	13,215	20	987
<b><u>Other Sources/Uses</u></b>						
<b>Total Expenses</b>	302,854	176,666	152,672	23,996	50	15,498
<b>Excess Revenue Over (Under) Expenditures</b>	8,199	4,782	174,124	121,352	(2,124)	6,361

**Statement of Revenues, Expenditures and Changes in Fund Balances**  
**Port of the Islands Community Improvement District**  
**For the Period Ending April 30, 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>April 30, 2019 Actual</u>
<b>Revenues</b>						
Interest - Investments	500	292	715	424	(143)	201
Water Revenue	83,078	48,462	44,741	(3,721)	(54)	12,053
Sewer Revenue	115,420	67,328	67,271	(57)	(58)	18,282
Irrigation Fees	103,477	60,362	70,874	10,513	(68)	13,623
Meter Fees	2,500	1,458	0	(1,458)	0	0
Special Assmnts- Tax Collector	1,240,329	723,525	1,193,964	470,439	(96)	74,645
Interest - Tax Collector	0	0	429	429	0	0
Special Assmnts- District Collected	181,335	105,779	0	(105,779)	0	0
Special Assmnts- Uncollectable	(181,335)	(105,779)	0	105,779	0	0
Special Assmnts- Discounts	(49,288)	(28,750)	(30,396)	(1,646)	(62)	(143)
Other Miscellaneous Revenues	0	0	4,410	4,410	0	1,171
<b>Total Revenues</b>	<b>1,496,018</b>	<b>872,677</b>	<b>1,352,008</b>	<b>479,333</b>	<b>(90)</b>	<b>119,832</b>
<b>Expenses</b>						
<b>Personnel and Administration</b>						
P/R-Board Of Supervisors	7,000	4,083	3,400	683	49	500
Employment Taxes	536	313	201	112	37	9
P/R - Processing Fees	30	18	265	(247)	883	0
ProfServ-Engineering	12,500	7,292	9,947	(2,655)	80	371
ProfServ-Legal Services	12,500	7,292	2,309	4,982	18	553
ProfServ-Mgmt Consulting Serv	43,394	25,313	25,313	0	58	3,616
ProfServ-Property Appraiser	18,482	10,781	700	10,081	4	0
Auditing Services	3,500	2,042	0	2,042	0	0
Postage And Freight	700	408	68	340	10	0
Rental - Meeting Room	350	204	150	54	43	75
Insurance - General Liability	7,800	4,550	5,532	(982)	71	574
Printing And Binding	100	58	0	58	0	0
Legal Advertising	1,000	583	301	282	30	301
Miscellaneous Services	2,250	1,313	0	1,313	0	0
Utility Billing Supplies	2,000	1,167	2,072	(906)	104	499
Misc-Assessmnt Collection Cost	22,130	12,909	23,274	(10,365)	105	1,493
Office Supplies	200	117	0	117	0	0
Communication - Telephone - Field	4,400	2,567	2,307	259	52	277
<b>Total Personnel and Administration</b>	<b>138,872</b>	<b>81,010</b>	<b>75,839</b>	<b>5,168</b>	<b>55</b>	<b>8,268</b>
<b>Water-Sewer Comb Services</b>						
Utility - General	78,000	45,500	43,344	2,156	56	6,877
Utility - New connections	3,500	2,042	0	2,042	0	0
Contracts-Mgmt Services	322,770	188,283	175,971	12,312	55	29,329
Contracts-Utility Billing	20,600	12,017	12,017	0	58	1,717
Contracts-Generator Maint	500	292	0	292	0	0
R&M-Lift Station	7,000	4,083	750	3,333	11	0
R&M-Potable Water Lines	19,000	11,083	3,990	7,093	21	3,990
R&M-Water Plant	31,000	18,083	25,198	(7,115)	81	4,573
R&M-Waste Water Plant	16,000	9,333	8,092	1,241	51	450
R&M-Sewer Lines	5,200	3,033	1,950	1,083	38	1,950
R&M-Backflow Inspection	13,680	7,980	0	7,980	0	0

**Statement of Revenues, Expenditures and Changes in Fund Balances**  
**Port of the Islands Community Improvement District**  
**For the Period Ending April 30, 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>April 30, 2019 Actual</u>
R&M-Instrumentation	5,000	2,917	0	2,917	0	0
Misc-Bad Debt	0	0	1,564	(1,564)	0	1,564
Misc-Licenses & Permits	3,000	1,750	3,000	(1,250)	100	0
Compliance Sampling	22,150	12,921	8,350	4,571	38	1,392
Chemicals-Water Operations	25,000	14,583	12,942	1,641	52	3,859
Chemicals-Wastewater Operations	15,000	8,750	6,872	1,879	46	1,090
Sludge Disposal	20,000	11,667	10,686	981	53	4,450
Capital Outlay-WWTP	0	0	49,285	(49,285)	0	0
<b>Total Water-Sewer Combination Services</b>	<b>607,400</b>	<b>354,317</b>	<b>364,011</b>	<b>(9,693)</b>	<b>60</b>	<b>61,241</b>
<b><u>Debt Service</u></b>						
Principal Debt Retirement	457,157	266,675	0	266,675	0	0
Interest Expense	58,377	34,053	22,376	11,677	38	0
<b>Total Debt Service</b>	<b>515,534</b>	<b>300,728</b>	<b>22,376</b>	<b>278,352</b>	<b>4</b>	<b>0</b>
<b><u>Other Sources/Uses</u></b>						
<b>Total Expenses</b>	<b>1,261,806</b>	<b>736,055</b>	<b>462,226</b>	<b>273,827</b>	<b>37</b>	<b>69,509</b>
<b>Excess Revenue Over (Under) Expenditures</b>	<b>234,212</b>	<b>136,622</b>	<b>889,782</b>	<b>205,506</b>	<b>(380)</b>	<b>50,323</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>Budget</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	292	292	292	292	292	3,500	9,606
Special Assmnts- Tax Collector	0	111,448	153,700	18,929	8,994	0	19,544	27,065	27,065	27,065	27,065	27,065	324,776	312,615
Interest - Tax Collector	0	0	0	112	0	0	166	0	0	0	0	0	0	278
Special Assmnts- District Collected	0	0	0	0	0	0	0	2,887	2,887	2,887	2,887	2,887	34,641	0
Special Assmnts- Uncollectable	0	0	0	0	0	0	0	(2,887)	(2,887)	(2,887)	(2,887)	(2,887)	(34,641)	0
Special Assmnts- Discounts	0	(1,136)	(6,091)	(527)	(167)	0	(38)	(1,435)	(1,435)	(1,435)	(1,435)	(1,435)	(17,223)	(7,959)
Other Miscellaneous Revenues	12,219	0	0	0	0	0	37	0	0	0	0	0	0	12,256
<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>25,922</b>	<b>25,922</b>	<b>25,922</b>	<b>25,922</b>	<b>25,922</b>	<b>311,053</b>	<b>326,796</b>
<b>Expenses</b>														
<b>Administrative</b>														
P/R-Board Of Supervisors	400	500	500	500	500	500	500	583	583	583	583	583	7,000	3,400
Employment Taxes	33	41	(13)	41	41	35	168	45	45	45	45	45	536	348
P/R - Processing Fees	50	25	58	25	0	128	0	50	50	50	50	50	600	285
Profserv-Engineering	1,493	0	629	1,382	1,175	1,032	946	1,042	1,042	1,042	1,042	1,042	12,500	6,657
Profserv-Legal Services	0	514	1,984	806	0	436	553	1,042	1,042	1,042	1,042	1,042	12,500	4,293
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	25,313
Profserv-Property Appraiser	700	0	0	0	0	0	0	404	404	404	404	404	4,851	700
Auditing Services	0	0	0	0	0	0	0	292	292	292	292	292	3,500	0
Postage And Freight	0	0	0	0	0	68	0	29	29	29	29	29	350	68
Rental - Meeting Room	0	0	0	0	75	0	75	29	29	29	29	29	350	150
Insurance-General Liability	574	574	896	574	574	574	574	667	667	667	667	667	8,000	4,343
Printing And Binding	0	0	0	0	0	0	0	50	50	50	50	50	600	0
Legal Advertising	0	0	0	0	0	0	0	83	83	83	83	83	1,000	0
Miscellaneous Services	185	0	0	0	0	0	0	42	42	42	42	42	500	185
Misc-Assessmnt Collection Cost	0	2,206	2,952	368	177	0	391	539	539	539	539	539	6,468	6,094
Office Supplies	0	0	0	0	0	0	0	17	17	17	17	17	200	0
Annual District Filing Fee	175	0	0	0	0	0	0	15	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>8,545</b>	<b>8,545</b>	<b>8,545</b>	<b>8,545</b>	<b>8,545</b>	<b>102,524</b>	<b>52,011</b>
<b>Field</b>														
Contracts-Field Services	3,262	3,262	3,262	(687)	2,275	2,275	2,275	2,083	2,083	2,083	2,083	2,083	25,000	15,922
Electricity-Streelighting	2,003	2,008	918	2,032	762	1,965	714	1,583	1,583	1,583	1,583	1,583	19,000	10,403
R&M-Renewal and Replacement	2,850	0	0	0	0	3,182	0	417	417	417	417	417	5,000	6,042
R&M-Storm Water Drainage	0	0	0	0	218	1,184	0	250	250	250	250	250	3,000	1,402
<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>4,333</b>	<b>4,333</b>	<b>4,333</b>	<b>4,333</b>	<b>4,333</b>	<b>52,000</b>	<b>33,769</b>
<b>Landscape/Irrigation</b>														
Contracts-Landscape	0	13,805	6,902	7,127	7,127	7,424	(297)	6,903	6,903	6,903	6,903	6,903	82,830	42,090
Utility-Irrigation	0	1,272	2,073	0	1,815	0	1,457	1,250	1,250	1,250	1,250	1,250	15,000	6,617
R&M-Irrigation	310	911	318	429	700	930	3,539	833	833	833	833	833	10,000	7,137

**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>Budget</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>	310	15,988	9,293	7,556	9,642	8,354	4,699	8,986	8,986	8,986	8,986	8,986	107,830	55,844
<b>Roadway Management</b>														
R&M-Signage	0	0	0	0	138	0	0	83	83	83	83	83	1,000	138
R&M-Roads & Alleyways	1,700	0	2,300	0	0	0	0	417	417	417	417	417	5,000	4,000
<b>Total Roadway Management</b>	1,700	0	2,300	0	138	0	0	500	500	500	500	500	6,000	4,138
<b>Mosquito Control</b>														
Contracts-Mosquito Treatment	0	0	0	3,948	987	987	987	1,625	1,625	1,625	1,625	1,625	19,500	6,910
Chemicals-Mosquito Spray	0	0	0	0	0	0	0	833	833	833	833	833	10,000	0
R&M-Mosquito Control	0	0	0	0	0	0	0	417	417	417	417	417	5,000	0
<b>Total Mosquito Control</b>	0	0	0	3,948	987	987	987	2,875	2,875	2,875	2,875	2,875	34,500	6,910
<b>Other Sources/Uses</b>														
<b>Total Expenses</b>	17,351	28,734	26,395	20,161	20,180	24,346	15,498	25,239	25,239	25,239	25,239	25,239	302,854	152,672
<b>Excess Revenue Over (Under) Expenditures</b>	(4,832)	81,827	122,301	389	(9,501)	(22,414)	6,361	683	683	683	683	683	8,199	174,124

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

Trend Report - Water And Sewer Fund

	<u>OCT</u>	<u>NOV</u>	<u>DEC</u>	<u>JAN</u>	<u>FEB</u>	<u>MAR</u>	<u>APR</u>	<u>MAY</u>	<u>JUN</u>	<u>JUL</u>	<u>AUG</u>	<u>SEP</u>	<u>ANNUAL</u>	<u>YTD</u>
	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>	<u>BUDGET</u>	<u>ACTUAL</u>
<b>Revenues</b>														
Interest - Investments	5	45	161	89	79	135	201	42	42	42	42	42	500	715
Water Revenue	8,693	122	9,836	34	13,980	24	12,053	6,923	6,923	6,923	6,923	6,923	83,078	44,741
Sewer Revenue	13,222	187	14,856	52	20,638	36	18,282	9,618	9,618	9,618	9,618	9,618	115,420	67,271
Irrigation Fees	16,293	0	20,430	(801)	21,190	139	13,623	8,623	8,623	8,623	8,623	8,623	103,477	70,874
Meter Fees	0	0	0	0	0	0	0	208	208	208	208	208	2,500	0
Special Assmnts- Tax Collector	0	425,650	587,022	72,296	34,351	0	74,645	103,361	103,361	103,361	103,361	103,361	1,240,329	1,193,964
Interest - Tax Collector	0	0	0	429	0	0	0	0	0	0	0	0	0	429
Special Assmnts- District Collected	0	0	0	0	0	0	0	15,111	15,111	15,111	15,111	15,111	181,335	0
Special Assmnts- Uncollectable	0	0	0	0	0	0	0	(15,111)	(15,111)	(15,111)	(15,111)	(15,111)	(181,335)	0
Special Assmnts- Discounts	0	(4,339)	(23,263)	(2,013)	(638)	0	(143)	(4,107)	(4,107)	(4,107)	(4,107)	(4,107)	(49,286)	(30,396)
Other Miscellaneous Revenues	870	100	1,100	905	130	135	1,171	0	0	0	0	0	0	4,410
<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>124,668</b>	<b>124,668</b>	<b>124,668</b>	<b>124,668</b>	<b>124,668</b>	<b>1,496,018</b>	<b>1,352,008</b>
<b>Expenses</b>														
<b>Personnel and Administration</b>														
P/R-Board Of Supervisors	400	500	500	500	500	500	500	583	583	583	583	583	7,000	3,400
Employment Taxes	33	41	(13)	41	41	47	9	45	45	45	45	45	536	201
P/R - Processing Fees	50	25	57	25	0	108	0	3	3	3	3	3	30	265
ProfServ-Engineering	344	3,885	3,143	1,531	673	0	371	1,042	1,042	1,042	1,042	1,042	12,500	9,947
ProfServ-Legal Services	0	514	0	806	0	436	553	1,042	1,042	1,042	1,042	1,042	12,500	2,309
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	25,313
ProfServ-Property Appraiser	700	0	0	0	0	0	0	1,540	1,540	1,540	1,540	1,540	18,482	700
Auditing Services	0	0	0	0	0	0	0	292	292	292	292	292	3,500	0
Postage And Freight	0	0	0	0	0	68	0	58	58	58	58	58	700	68
Rental - Meeting Room	0	0	0	0	75	0	75	29	29	29	29	29	350	150
Insurance - General Liability	574	574	1,538	574	574	1,121	574	650	650	650	650	650	7,800	5,532
Printing And Binding	0	0	0	0	0	0	0	8	8	8	8	8	100	0
Legal Advertising	0	0	0	0	0	0	301	83	83	83	83	83	1,000	301
Miscellaneous Services	0	0	0	0	0	0	0	188	188	188	188	188	2,250	0
Utility Billing Supplies	574	0	301	308	0	392	499	167	167	167	167	167	2,000	2,072
Misc-Assessmnt Collection Cost	0	8,426	11,275	1,406	674	0	1,493	1,844	1,844	1,844	1,844	1,844	22,130	23,274
Office Supplies	0	0	0	0	0	0	0	17	17	17	17	17	200	0
Communication - Telephone - Field	647	273	278	278	278	278	277	367	367	367	367	367	4,400	2,307
<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>11,574</b>	<b>11,574</b>	<b>11,574</b>	<b>11,574</b>	<b>11,574</b>	<b>138,872</b>	<b>75,839</b>
<b>Water-Sewer Comb Services</b>														
Utility - General	5,146	5,297	6,038	7,098	6,600	6,287	6,877	6,500	6,500	6,500	6,500	6,500	78,000	43,344
Utility - New connections	0	0	0	0	0	0	0	292	292	292	292	292	3,500	0
Contracts-Mgmt Services	0	29,329	29,329	29,329	29,329	29,329	29,329	26,898	26,898	26,898	26,898	26,898	322,770	175,971
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	12,017



**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>Budget</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	42	42	42	42	42	500	0
R&M-Lift Station	0	0	0	0	450	300	0	583	583	583	583	583	7,000	750
R&M-Potable Water Lines	0	0	0	0	0	0	3,990	1,583	1,583	1,583	1,583	1,583	19,000	3,990
R&M-Water Plant	867	3,243	0	2,400	13,666	450	4,573	2,583	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	1,333	1,333	1,333	1,333	1,333	16,000	8,092
R&M-Sewer Lines	0	0	0	0	0	0	1,950	433	433	433	433	433	5,200	1,950
R&M-Backflow Inspection	0	0	0	0	0	0	0	1,140	1,140	1,140	1,140	1,140	13,680	0
R&M-Instrumentation	0	0	0	0	0	0	0	417	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	250	250	250	250	250	3,000	3,000
Compliance Sampling	0	1,392	1,392	1,392	1,392	1,392	1,392	1,846	1,846	1,846	1,846	1,846	22,150	8,350
Chemicals-Water Operations	1,549	1,399	3,398	0	1,158	1,579	3,859	2,083	2,083	2,083	2,083	2,083	25,000	12,942
Chemicals-Wastewater Operations	662	474	1,492	0	1,527	1,627	1,090	1,250	1,250	1,250	1,250	1,250	15,000	6,872
Sludge Disposal	0	0	0	896	0	5,340	4,450	1,667	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>50,617</b>	<b>50,617</b>	<b>50,617</b>	<b>50,617</b>	<b>50,617</b>	<b>607,400</b>	<b>384,011</b>
<b>Debt Service</b>														
Principal Debt Retirement	0	0	0	0	0	0	0	38,096	38,096	38,096	38,096	38,096	457,157	0
Interest Expense	22,376	0	0	0	0	0	0	4,865	4,865	4,865	4,865	4,865	58,377	22,376
<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>42,961</b>	<b>42,961</b>	<b>42,961</b>	<b>42,961</b>	<b>42,961</b>	<b>515,534</b>	<b>22,376</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>105,152</b>	<b>105,152</b>	<b>105,152</b>	<b>105,152</b>	<b>105,152</b>	<b>1,261,806</b>	<b>462,226</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>19,516</b>	<b>19,516</b>	<b>19,516</b>	<b>19,516</b>	<b>19,516</b>	<b>234,212</b>	<b>889,782</b>

<b>PORT OF THE ISLANDS</b> <b>COMMUNITY IMPROVEMENT DISTRICT</b>
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Cash and Investment Report  
April 30, 2019

Account Name	Bank	Yield	Balance
<b>GENERAL FUND</b>			
Checking (GF) 9580	Valley	0.00%	183,399.90
Money Market (GF) 1572	Valley	2.46%	<u>1,008,252.48</u>
		<b>Subtotal</b>	<b>1,191,652.38</b>
<b>WATER &amp; SEWER FUND</b>			
Checking (WSF) 8933	Valley	2.15%	116,011.29
		<b>Subtotal</b>	<u>116,011.29</u>
		<b>Total</b>	<u><u>\$ 1,307,663.67</u></u>

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

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

GROSS ASSESSMENTS LEVIED					\$ 324,776	\$ 1,240,329
					20.75%	79.25%
					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						
June						
July						
August						
September						
<b>TOTAL</b>	<b>1,506,579.12</b>	<b>(38,177.38)</b>	<b>(29,368.03)</b>	<b>1,439,033.71</b>	<b>312,615.17</b>	<b>1,193,963.95</b>
<b>BALANCE REMAINING</b>					<b>\$ 12,161</b>	<b>\$ 46,365</b>

<b>TOTAL ASSESSMENTS</b>	<b>\$ 1,565,105</b>	<b>PERCENT COLLECTED</b>	<b>96.26%</b>
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Run: 5/07/2019 @ 11:27 AM	<b>Port of the Islands Community Improvement District Reconciliation - Valley National 9580 OPS</b>	Page: 1
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Closing Balance from Previous Statement.....	3/29/2019	171,425.22
3 Deposits and Other Additions Totaling.....		92,468.14
21 Checks and Other Withdrawals Totaling.....		80,493.46
0 Adjustments Totaling.....		0.00
0 Voids Totaling.....		0.00
Service Charge.....		0.00
Interest Earned.....		0.00
Closing Balance for this Statement.....	4/30/2019	183,399.90
Difference.....		0.00

Cash Balance from General Ledger.....	4/30/2019	181,742.90
Open Activity from Bank Register.....		(1,657.00)
Adjustment for Service Charges and Interest.....		0.00
General Ledger Reconciliation to Statement.....		183,399.90

Date	Reference	Deposit Description	Amount
✓ 4/01/2019	DEP	Direct Deposit - Tax Collector	50,067.69
✓ 4/08/2019	DEP	Direct Deposit - Tax Collector	166.13
✓ 4/26/2019	DEP	Direct Deposit - Tax Collector	42,234.32
<b>Total Deposits:</b>			<b>92,468.14</b>

Date	Check	To	Check Description	Amount
✓ 3/22/2019	EFT	ADP	Payroll - MAR 2019 (Paper Checks)	184.70
✓ 3/26/2019	0010327	CenturyLink	Service 03/04 - 04/03	277.74
✓ 3/27/2019	0010328	Brenntag Mid-South	Invoices BMS234192, BMS234193	577.00
✓ 3/27/2019	0010329	Collier County Tax Collector	Postage for First Tax Billing	135.80
✓ 3/27/2019	0010330	Community Field Services	Work Order 1287	334.00
✓ 4/03/2019	0010331	Premier District Management	District Management, Field & Utility Billing Services - APR 2019	12,709.36
✓ 4/03/2019	0010332	Soto's Lawn Service	Invoices 19-0480, 19-0481	790.47
✓ 4/08/2019	EFT	LCEC	Electric 02/12/19 - 03/12/19	8,251.91
✓ 4/10/2019	0010333	Brenntag Mid-South	Invoices BMS237604, BMS245533	3,292.00
✓ 4/10/2019	0010334	Daniel H. Cox, P.A.	General Legal Services	1,106.25
✓ 4/10/2019	0010335	Florida Utility Solutions	Utility Operation & Maintenance	42,014.40
✓ 4/10/2019	0010336	Soto's Lawn Service	Installed New Clock at Clock Entrance	422.01
✓ 4/17/2019	0010337	CenturyLink	Service 04/04 - 05/03	276.62
✓ 4/17/2019	0010338	Hole Montes	General Engineering Services	1,317.25
✓ 4/17/2019	0010339	Karle Enviro Organic Recycling, Inc.	Disposal 6 loads Tickets 46209, 46268, 46314, 46316	4,450.00
✓ 4/17/2019	0010340	Naples Daily News	Advertising Meeting Dates for MAR 2019	301.00
✓ 4/17/2019	0010341	Soto's Lawn Service	Invoices 19-0517, 19-0524	1,206.60
✓ 4/23/2019	0010342	Port of the Islands CID	Invoices Cays East Apr 19, Cays West Apr 19, Newport East Apr 19	1,457.44
✓ 4/23/2019	0010343	Soto's Lawn Service	Repaired Broken Mainline 129 Newport Dr.	491.11
✓ 4/23/2019	EFT	ADP	Payroll - APR 2019 (Direct Deposit)	738.80
✓ 4/23/2019	EFT	ADP	Payroll - APR 2019 (Taxes)	159.00
<b>Total Checks:</b>				<b>80,493.46</b>

Run: 5/07/2019 at 10:51 AM

**Port of the Islands Community Improvement District**  
**Check Register from 4/01/2019 to 4/30/2019**  
**Valley National 9580 OPS**

Page: 1

<u>Check</u>	<u>Date</u>	<u>Vendor / Description</u>	<u>Check / Payment</u>
0010331	4/03/2019	[PREMIER DISTRICT] Premier District Management ( District Management, Field & Utility Billing Services - APR 2019)	12,709.36
0010332	4/03/2019	[SOTOS] Soto's Lawn Service ( Invoices 19-0480, 19-0481)	790.47
EFT	4/08/2019	[LCEC - AUTOPAY] LCEC ( Electric 02/12/19 - 03/12/19 )	8,251.91
0010333	4/10/2019	[BRENNTAG] Brenntag Mid-South ( Invoices BMS237604, BMS245533)	3,292.00
0010334	4/10/2019	[DANIEL COX] Daniel H. Cox, P.A. ( General Legal Services )	1,106.25
0010335	4/10/2019	[FLORIDA UTILITY] Florida Utility Solutions ( Utility Operation & Maintenance)	42,014.40
0010336	4/10/2019	[SOTOS] Soto's Lawn Service ( Installed New Clock at Clock Entrance)	422.01
0010337	4/17/2019	[CENTURYLINK] CenturyLink ( Service 04/04 - 05/03)	276.62
0010338	4/17/2019	[HOLE MONTES] Hole Montes ( General Engineering Services)	1,317.25
0010339	4/17/2019	[KARLE] Karle Enviro Organic Recycling, Inc. ( Disposal 6 loads Tickets 46209, 46268, 46314, 46316)	4,450.00
0010340	4/17/2019	[Naples Daily News] Naples Daily News ( Advertising Meeting Dates for MAR 2019)	301.00
0010341	4/17/2019	[SOTOS] Soto's Lawn Service ( Invoices 19-0517, 19-0524)	1,206.60
0010342	4/23/2019	[PORT OF THE ISLANDS] Port of the Islands CID ( Invoices Cays East Apr 19, Cays West Apr 19, Newport East Apr 19)	1,457.44
0010343	4/23/2019	[SOTOS] Soto's Lawn Service ( Repaired Broken Mainline 129 Newport Dr. )	491.11
EFT	4/23/2019	[ADP] ADP ( Payroll - APR 2019 (Direct Deposit))	738.80
EFT	4/23/2019	[ADP] ADP ( Payroll - APR 2019 (Taxes))	159.00
0010344	4/30/2019	[BRENNTAG] Brenntag Mid-South ( Invoices BMS257923, BMS257924)	1,657.00
<b><u>Total Checks:</u></b>			<b><u>80,641.22</u></b>

Run: 5/07/2019 @ 7:49 AM	<b>Port of the Islands Community Improvement District Reconciliation - Valley National 8933 W/S</b>	Page: 1
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Closing Balance from Previous Statement.....	3/29/2019	102,997.80
10 Deposits and Other Additions Totaling.....		13,196.98
5 Checks and Other Withdrawals Totaling.....		411.69
1 Adjustments Totaling.....		27.09
0 Volds Totaling.....		0.00
Service Charge.....		0.00
Interest Earned.....	4/30/2019	201.11
Closing Balance for this Statement.....	4/30/2019	116,011.29
Difference.....		0.00

Cash Balance from General Ledger.....	4/30/2019	115,875.21
Open Activity from Bank Register.....		(136.08)
Adjustment for Service Charges and Interest.....		0.00
General Ledger Reconciliation to Statement.....		116,011.29

Date	Reference	Deposit Description	Amount
✓ 4/01/2019	DEP	Remote U/B Deposit	20.00
✓ 4/03/2019	DEP	Remote U/B Deposit	28.59
✓ 4/05/2019	DEP	Remote U/B Deposit	216.30
✓ 4/09/2019	DEP	Remote U/B Deposit	70.09
✓ 4/10/2019	DEP	Remote U/B Deposit	120.20
✓ 4/15/2019	DEP	Remote U/B Deposit	544.07
✓ 4/18/2019	DEP	Remote U/B Deposit	460.59
✓ 4/24/2019	DEP	Remote U/B Deposit	2,565.99
✓ 4/26/2019	DEP	Remote U/B Deposit	5,260.61
✓ 4/29/2019	DEP	Remote U/B Deposit	3,910.54
<b>Total Deposits:</b>			<b>13,196.98</b>

Date	Check	To	Check Description	Amount
✓ 4/02/2019	0001025	BRADY, ALLEN	Invoices REFUND-90073-1, REFUND-90073-2	154.90
✓ 4/02/2019	0001026	CALVIN, DENNIS	U/B Deposit Balance Refund	31.41
✓ 4/02/2019	0001029	GUTILLO, JENNIFER	Invoices REFUND-90243-1, REFUND-90243-2	54.31
✓ 4/02/2019	0001030	HIGHLEY, MARK	Invoices REFUND-90270-1, REFUND-90270-2	56.83
✓ 4/02/2019	0001031	SMITH, MARTIN	U/B Deposit Balance Refund	114.24
<b>Total Checks:</b>				<b>411.69</b>

Date	Reference	Adjustment Description	Amount
✓ 4/29/2019	TXFR	Transfer Remaining Balance From Accounts 1521 to 8933	27.09
✓ 4/30/2019		Interest Earned	201.11
<b>Total Adjustments:</b>			<b>228.20</b>

Run: 5/07/2019 at 11:57 AM

**Port of the Islands Community Improvement District**  
**Check Register from 4/01/2019 to 4/30/2019**  
**Valley National 8933 W/S**

Page: 1

<u>Check</u>	<u>Date</u>	<u>Vendor / Description</u>	<u>Check / Payment</u>
0001025	4/02/2019	[90073] ALLEN BRADY ( Invoices REFUND-90073-1, REFUND-90073-2)	154.90
0001026	4/02/2019	[90090] DENNIS CALVIN ( U/B Deposit Balance Refund)	31.41
0001027	4/02/2019	[90127] CHARLES/SUSAN COURTNEY 2 ( U/B Deposit Balance Refund)	40.00
0001028	4/02/2019	[90232] RON/MELONY GRAHAM ( U/B Deposit Balance Refund)	1.08
0001029	4/02/2019	[90243] JENNIFER GUTILLO ( Invoices REFUND-90243-1, REFUND-90243-2)	54.31
0001030	4/02/2019	[90270] MARK HIGHLEY ( Invoices REFUND-90270-1, REFUND-90270-2)	56.83
0001031	4/02/2019	[90732] MARTIN SMITH ( U/B Deposit Balance Refund)	114.24
0001032	4/02/2019	[90595] VIRGINIA TYLER ( U/B Deposit Balance Refund)	40.00
<b><u>Total Checks:</u></b>			<b><u>492.77</u></b>

Closing Balance from Previous Statement.....	3/29/2019	1,006,102.61
0 Deposits and Other Additions Totaling.....		0.00
0 Checks and Other Withdrawals Totaling.....		0.00
0 Adjustments Totaling.....		0.00
0 Voids Totaling.....		0.00
Service Charge.....		0.00
Interest Earned.....	4/30/2019	2,149.87
Closing Balance for this Statement.....	4/30/2019	1,008,252.48
Difference.....		0.00

Cash Balance from General Ledger.....	4/30/2019	1,008,252.48
Open Activity from Bank Register.....		0.00
Adjustment for Service Charges and Interest.....		0.00
General Ledger Reconciliation to Statement.....		1,008,252.48

Date	Reference	Adjustment Description	Amount
✓ 4/30/2019		Interest Earned	2,149.87
<b>Total Adjustments:</b>			<b>2,149.87</b>



**PORT OF THE ISLANDS**  
**UTILITY BILLING AGING REPORT- Over 90 Days**  
**FOR PERIOD ENDING APRIL 30, 2019**

Account Number	Name	Notes	Balance
90853	ARBOGAST, ROSEMARIE		10.00
90078	BROWN, CHRISTINA	WRITTEN OFF 4/19/2019	-
90868	DAVIS, PAUL H		10.00
90224	GLOVER, RICHARD	WRITTEN OFF 4/19/2019	-
90307	KENNY, ROSE		8.59
90327	KREMER, JOHN	WRITTEN OFF 4/19/2019	-
90333	LACEY, BRANDON	WRITTEN OFF 4/19/2019	-
90448	PEREZ, JUAN		23.66
90527	SOLBERG, NOLAN		60.10
90767	THOMAS, DARYL	WRITTEN OFF 4/19/2019	-
90594	TWENTE, DEANN	WRITTEN OFF 4/19/2019	-
90612	WHEELER, MARILYN	WRITTEN OFF 4/19/2019	-
90614	WIELGOS, DAN	WRITTEN OFF 4/19/2019	-

**TOTAL**                      \$                      **112.35**

**RESOLUTION 2019-03**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF PORT OF THE ISLANDS COMMUNITY IMPROVEMENT DISTRICT, APPROVING THE BUDGET FOR FISCAL YEAR 2020 AND SETTING A PUBLIC HEARING THEREON PURSUANT TO FLORIDA LAW**

WHEREAS, the District Manager has heretofore prepared and submitted to the Board a proposed operating budget for Fiscal Year 2019; a copy of which is attached hereto; and

WHEREAS, the Board of Supervisors has considered said proposed budget and desires to set the required public hearing thereon;

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

1. The budget proposed by the District Manager for Fiscal Year 2020 is hereby approved as the basis for conducting a public hearing to adopt said budget.
2. A public hearing on said approved budget is hereby declared and set for the following date, time and place:

Date: August 16<sup>th</sup>, 2019

Time: 9 am

Place: Orchid Cove Clubhouse  
25005 Peacock Lane  
Naples, FL 34114

Notice of this public hearing shall be published in the manner prescribed in Florida Law.

Adopted this 17<sup>th</sup> day of May 2019.

\_\_\_\_\_  
Secretary/Assistant Secretary

\_\_\_\_\_  
Chair/Vice Chair

**Statement of Revenues, Expenditures and Changes in Fund Balances  
September 30, 2020**

<i>General 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>
<u>Revenues</u>								
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	324,776
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)	(17,968)
001.369900.0000 Other Miscellaneous Revenues	10,990	5,500	5,249	-	12,219	-	12,219	5,000
<b>Total Revenues</b>	<b>445,102</b>	<b>325,450</b>	<b>324,400</b>	<b>311,053</b>	<b>303,005</b>	<b>(894)</b>	<b>302,111</b>	<b>319,920</b>
<u>Expenses</u>								
<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	4,851
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
001.554007.0000 Annual District Filing Fee	175	175	175	175	175	-	175	175
001.566060.0000 Real Estate Taxes	-	19,000	18,510	-	-	-	-	-
<b>Total Administrative</b>	<b>104,928</b>	<b>117,324</b>	<b>122,563</b>	<b>102,524</b>	<b>38,798</b>	<b>57,446</b>	<b>96,244</b>	<b>102,167</b>
<u>Field</u>								
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

**Statement of Revenues, Expenditures and Changes in Fund Balances  
September 30, 2020**

<i>General 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>
001.546007.0000 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	-	-	-	-	-
001.566049.0000 R&M-Storm Water Drainage	-	4,000	3,711	3,000	218	2,200	2,418	3,000
<b>Total Field</b>	<b>67,904</b>	<b>79,000</b>	<b>81,046</b>	<b>52,000</b>	<b>22,165</b>	<b>28,977</b>	<b>51,142</b>	<b>52,000</b>
<u>Landscape &amp; Irrigation</u>								
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	10,000
<b>Total Landscape &amp; Irrigation</b>	<b>88,845</b>	<b>183,674</b>	<b>176,482</b>	<b>107,830</b>	<b>42,790</b>	<b>64,889</b>	<b>107,679</b>	<b>110,524</b>
<u>Roads &amp; Sidewalks</u>								
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	6,500
<b>Total Roads &amp; Sidewalks</b>	<b>14,318</b>	<b>1,500</b>	<b>1,106</b>	<b>6,000</b>	<b>4,138</b>	<b>2,500</b>	<b>6,638</b>	<b>7,250</b>
<u>Mosquito Control</u>								
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
<b>Total Mosquito Control</b>	<b>9,756</b>	<b>26,000</b>	<b>22,082</b>	<b>34,500</b>	<b>4,935</b>	<b>17,409</b>	<b>22,344</b>	<b>29,500</b>
<u>Other Sources/Uses</u>								
001.581000.0000 Use Operating Reserves	53,342	-	-	-	-	-	-	-
001.581010.0000 Use - Collection Fee	14,151	-	-	-	-	-	-	-
<b>Total Other Sources/Uses</b>	<b>67,493</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Expenses</b>	<b>353,244</b>	<b>407,498</b>	<b>403,279</b>	<b>302,854</b>	<b>112,826</b>	<b>171,221</b>	<b>284,047</b>	<b>301,441</b>
<b>Excess Revenue Over (Under) Expenditures</b>	<b>91,858</b>	<b>(82,048)</b>	<b>(78,879)</b>	<b>8,199</b>	<b>190,179</b>	<b>(172,115)</b>	<b>18,064</b>	<b>18,479</b>

**Statement of Revenues, Expenditures and Changes in Fund Balances**  
**September 30, 2020**

<i>Water &amp; Sewer 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>
<b>Revenues</b>								
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	1,240,329
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)	(59,003)
202.369900.0000 Other Miscellaneous Revenues	3,426	15,000	14,706	-	3,105	-	3,105	-
<b>Total Revenues</b>	<b>1,736,915</b>	<b>1,471,325</b>	<b>1,449,937</b>	<b>1,496,018</b>	<b>1,231,708</b>	<b>261,530</b>	<b>1,493,238</b>	<b>1,529,540</b>
<b>Expenses</b>								
<b>Personnel &amp; Administration</b>								
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
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
<b>Total Personnel &amp; Administration</b>	<b>629,613</b>	<b>145,371</b>	<b>626,568</b>	<b>138,872</b>	<b>61,003</b>	<b>68,905</b>	<b>129,908</b>	<b>137,949</b>

**Statement of Revenues, Expenditures and Changes in Fund Balances**  
**September 30, 2020**

<i>Water &amp; Sewer 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>
<u>Water &amp; Sewer Combined Svcs</u>								
202.549069.0000 Misc-Hurricane	18,357	20,000	-	-	-	-	-	-
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	7,000
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	31,000
202.566045.0000 R&M-Waste Water Plant	48,383	41,300	45,611	16,000	6,203	9,333	15,536	16,000
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	50,000
<b>Total Water &amp; Sewer Combined Svcs</b>	<b>565,170</b>	<b>651,425</b>	<b>634,800</b>	<b>607,400</b>	<b>253,313</b>	<b>358,870</b>	<b>612,183</b>	<b>666,166</b>
<u>Debt Service</u>								
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	-	-	-	-	-	-	-
<b>Total Debt Service</b>	<b>45,853</b>	<b>516,534</b>	<b>88,221</b>	<b>515,534</b>	<b>22,376</b>	<b>493,158</b>	<b>515,534</b>	<b>515,534</b>
<u>Other Sources/Uses</u>								
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	-	-	-	-	-	-	-
<b>Total Other Sources/Uses</b>	<b>35,371</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Expenses</b>	<b>1,276,007</b>	<b>1,313,330</b>	<b>1,349,589</b>	<b>1,261,806</b>	<b>336,692</b>	<b>920,933</b>	<b>1,257,625</b>	<b>1,319,649</b>
<b>Excess Revenue Over (Under) Expenditures</b>	<b>460,908</b>	<b>157,995</b>	<b>100,348</b>	<b>234,212</b>	<b>895,016</b>	<b>(659,403)</b>	<b>235,613</b>	<b>209,891</b>



COMMUNITY FIELD SERVICES

# PORT OF THE ISLANDS CID

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FIELD MANAGEMENT REPORT FOR MAY 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 4/30/19

### 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.
- b. **Littoral Plants:** The decaying bulrush has collapsed over a headwall in Retention Pond #2. If mother nature doesn't break down the vegetation quick enough on its own, we'll have our maintenance technician remove it. It's important to keep all water ways open to allow for optimal drainage.



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

- i. Torpedo grass was observed growing in retention ponds #1 & 2.
- ii. There was evidence that someone had tried spraying weed killer along a section of the shoreline on retention pond #2 and on the vegetation directly behind the pond.

### **Treated Vegetation along the Shoreline & behind the Pond**





- 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 around all 3 retention ponds along Cays Drive.
- h. **Lake Aeration:** No aeration present.
- i. **Shoreline Landscaping:** The cordgrass around retention pond #2 needs to be pruned and the climbing hemp vine needs to be removed.



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

## 2. Roadways:

### a. Asphalt:

- i. All sections of asphalt on Newport Drive, Cays Drive, Sunrise Cay & Union Road that need to be repaired have been identified with orange marking paint. We are currently obtaining estimates to have these repairs completed along with having the remaining striping completed.

**Newport Rd / Morning Star Cay**



**Union Rd Exit Side**



- b. **Potholes:** Potholes along the hotel and dirt sections of Union Road are beginning to take shape again.



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

- d. **Street Signage:**

- i. The faded stop bars on Newport Drive, Cays Drive and Union Road have been painted. The crosswalk on Cays Drive was also completed. We're now obtaining quotes to have the bike lanes and all other lines re-striped.

**Newly Painted Crosswalk & Stop Bar**



**Bike Lane in need of Striping**



**e. Roadway Landscaping:**

- i. Soto has completed the installation of the dwarf ixoria, arboricola and agave palm along Newport Drive.

**Dwarf Ixoria**



**Agave Plant**

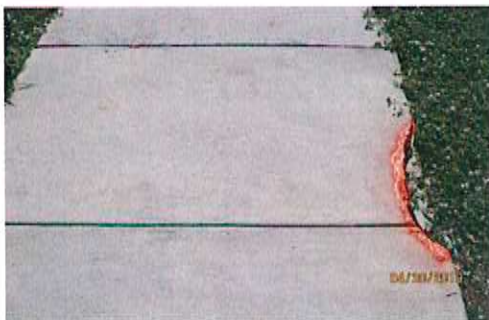


- ii. Several dead silver buttonwood shrubs in front of 242 Newport Drive should be removed and replaced.
- iii. New low growth was observed on a couple of the oak trees along Newport Drive. These branches could be removed.
- iv. The trees on Union Drive in front of the treatment plant no longer need the braces. We'll have them removed.



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

- 3. **Sidewalks:** A small piece of sidewalk near the beginning of Venus Cay has broken off the main slab. We've marked the edge with orange paint.



#### 4. Storm Drainage System:

a. **Catch Basins:** No concerns observed this month. Basins that were spot checked were clean.

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

i. **Sunset Cay:** WCS clear of debris. Vegetation is starting to encroach towards and will need to be cut back in the next month or so.

ii. **Venus Cay:** WCS clear of debris.

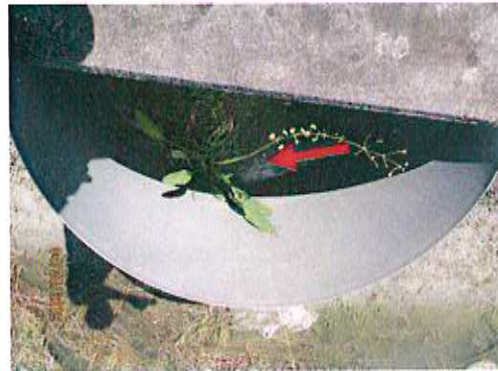
iii. **Windward Cay:** WCS clear of debris.

iv. **Wilderness Cay:** WCS clear of debris. Vegetation is starting to encroach towards and will need to be cut back in the next month or so.

v. **Water Plant:** Thick vegetation around the WCS near the plant. Area should be cut. We'll assign this task to our maintenance technician.



vi. **Retention Ponds:** Weeds and a couple of littoral plants are growing between the baffles and water control structures. We'll keep an eye on these and if needed we'll have the vegetation removed by our maintenance technician.



- c. **Flumes:** All the roadway / sidewalk flumes along Venus Cay, Windward Cay & Wilderness Cay have been cleaned out. The flume at the end of Wilderness Cay has recently been repaired by Soto.



- d. **Culverts:** No new concerns observed this month. Florida Utility Solutions is scheduled to clean out the 2 culverts in front of 194-242 Newport Drive & in front of Sunrise Cay during the week of May 13<sup>th</sup>.
- e. **Drain Pipes:** No issues observed this month.
- f. **Drainage Swales / Dry Detention Ponds / Banks:** Hole Montes was onsite during this inspection shooting elevation in the areas that we previously identified as high spots. A survey plan will be put together for the Board showing original elevations to what's currently out there.



5. **Front Entrance Monuments:** The following issues were observed this month.
- Main Monument:** One light on the entrance side for the main monument remains out.
  - Side Monuments:** No concerns observed this month.
  - Landscaping:** A couple of the ground cover shrubs are dying off at the Newport Drive entrance.
  - Landscape Lights:** No concerns observed this month.

- e. **Flag Pole:** No issues observed this month.
- f. **41 Median:** Weeds are growing through the mulch and should be treated.
- g. **Cays Drive Entrance:** No new concerns observed this month.
- h. **Union Road Entrance:** No concerns observed this month.

6. **Irrigation System:** During this site inspection the irrigation was on at the entrance to Cays Drive (exit side) and we observed a lot of water draining out of the grass and into the roadway gutter. We'll have Soto check this out to see if there's a broken pipe or irrigation head.



7. **Mosquito Spraying:** Mosquito sprayer / trailer: Besides for cobwebs building up on the equipment no other concerns were observed.



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

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

10. **Fish/Wildlife Observations:**

- |   |   |  |  |
|---|---|--|--|
| <input type="checkbox"/> Bass               | <input checked="" type="checkbox"/> Bream                       | <input type="checkbox"/> Catfish                 | <input type="checkbox"/> Gambusia          |
| <input checked="" type="checkbox"/> Egrets  | <input type="checkbox"/> Herons                                 | <input type="checkbox"/> Coots                   | <input type="checkbox"/> Gallinules        |
| <input checked="" type="checkbox"/> Anhinga | <input type="checkbox"/> Cormorant                              | <input type="checkbox"/> Osprey                  | <input checked="" type="checkbox"/> Ibis   |
| <input type="checkbox"/> Woodstork          | <input type="checkbox"/> Otter                                  | <input checked="" type="checkbox"/> 2 Alligators | <input checked="" type="checkbox"/> Snakes |
| <input type="checkbox"/> Turtles            | <input checked="" type="checkbox"/> Other Species: <u>Ducks</u> |  |  |

## 11. CID Project Updates:

- a. Painting of the stop bars has been completed.

## 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:** 168 & 169 Venus Cay are both missing their valve box covers.



- c. **Wells:** Vegetation continues to encroach from both sides making the access roadway very narrow. The vegetation needs to be cut back.
- d. **Boil Water Notices:** No notices issued this month.
- e. **Line Breaks / System Concerns:** No issues observed this month.

**13. 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><u>Estimate #</u></b>	<b><u>Date</u></b>	<b><u>Description</u></b>	<b><u>Status</u></b>
2782	12.20.18	117 NPD, install Arboricola Green after removing existing Arboricola Trinette	Completed
		127 NPD, install Dwarf Ixoria and Christmas Palm	Completed
2783	12.20.18	41/Union Rd: Fill by the truck load	Not Completed
		41/Union Rd: Floratam Sod	Not Completed
2814	1.16.19	Remove dead Royal Palm on 41 median, east side	Completed
		Remove Pygmy Date stock on Cays Dr, left side	Completed
	2.13.19	Remove all dead plants on NPD	Not Completed
		Order irrigation valve box covers for 41 median	Not Completed
2883	3.14.19	Replace Agava Americana in pot on NPD	Completed
2956	4/19/2019	Install 24 dwarf 7 gallon plants in front of Units 240 & 302	Completed
	4/23/2019	Regrading of flume at 120 Wilderness Cay	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 5/01/19	DATE REPORTED	VENDOR	PROJECT STATUS
Repair the damaged curb across from 215 & 285 Cays Drive	10/10/2016		
Repair the L on the Hotel / Marina Sign on Newport Drive	10/10/2016		
The Cays Drive entrance sign needs to be replaced	10/10/2016		Completed
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
Apply asphalt patch to the eroding asphalt at the corner of Newport Drive and Morning Star Cay.	1/2/2019	CFS	Pending
Clean the roadway signs at Cays Drive / Wilderness Cay & at the Eveningstar Cay.	1/2/2019	CFS	Pending WO 1306 - May
Remove the U-Channel post in front of the plant that has no signs on it.	1/30/2019	CFS	Pending WO 1306 - May
Grind down the up-lifted sidewalk panels in front of 146 & 158 Windward Cay.	1/30/2019	CFS	Pending WO 1306 - May
Pressure clean the catch basins and culverts along Newport & Cays Drive.	1/30/2019	CFS	Pending
Have the stop bars throughout the community re-painted. Paint the faded crosswalk on Cays Drive.	1/30/2019	CFS	Completed on April 18th: WO 1303
Clean up the u-channel 20 mph sign post on Newport Drive (exit side) and paint . Remove the no longer in use U-channel post at the entrance of Union Road.	2/28/2019	CFS	Pending WO 1306 - May
Remove the old 4x4 black wooden post from Newport Drive across from the fire station.	3/28/2019	CFS	Pending WO 1306 - May
Remove silt from the roadway gutters on Cays Drive.	3/28/2019	CFS	Pending
Remove the bulrush that is covering the headwall in pond #2.	4/30/2019	CFS	Pending
Remove the climbing hemp vine from the cord grass around retention ponds 1 & 2.	4/30/2019	CFS	Pending
Remove the braces from the trees around the treatment plant.	4/30/2019	CFS	Pending
Cut back the thick vegetation around the WCS near the NW corner of the plant.	4/30/2019	CFS	Pending





*Florida Utility  
Solutions*

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



**Wastewater Plant**

**Received and treated  
3.6 million gallons in  
April**

**Water Plant**

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

**REUSE**

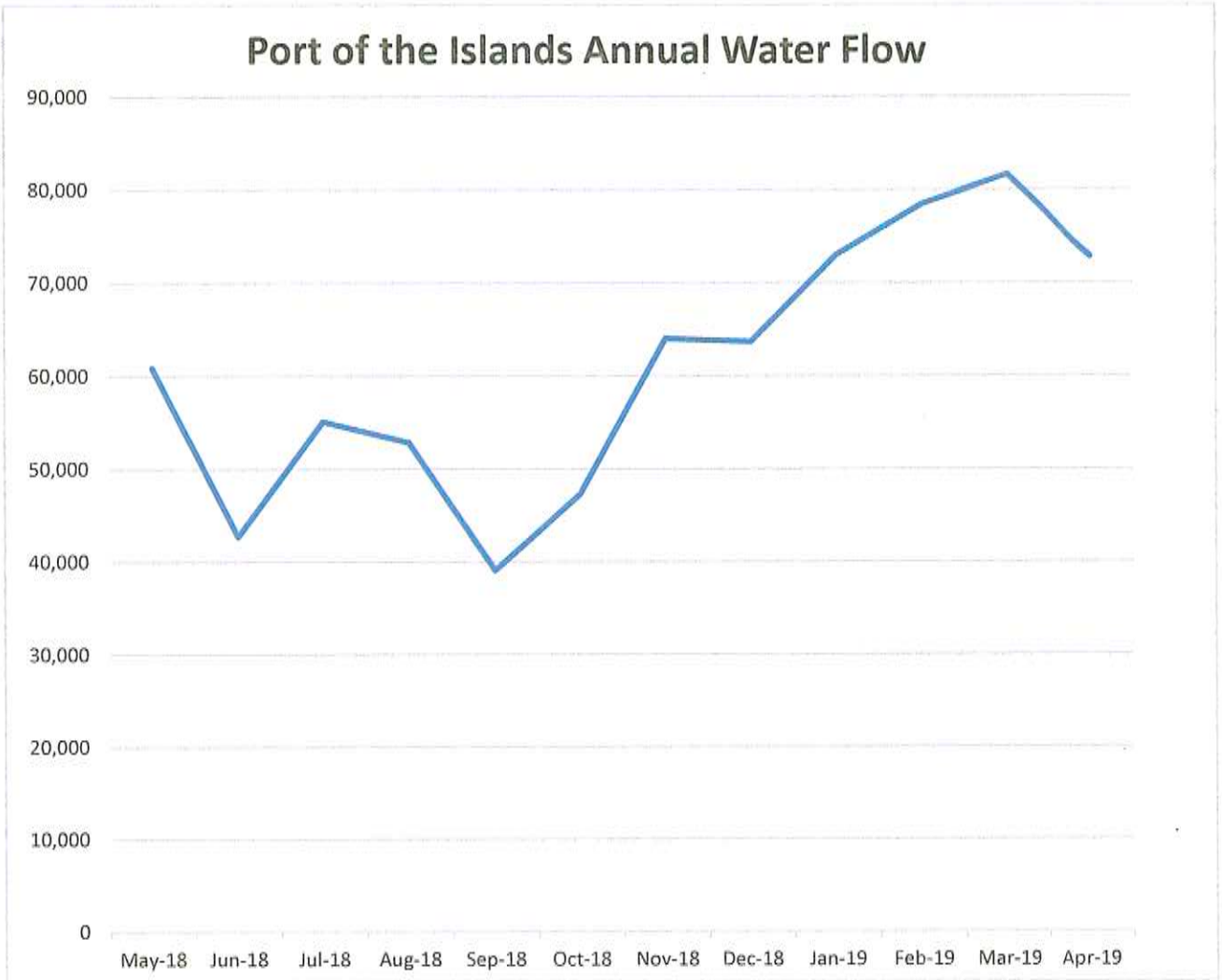
**Distributed 10.5million  
gallons in April**

**FLORIDA UTILITY  
SOLUTIONS**

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Suite 201-268  
Naples, Fl. 34119

239-435-0951

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### Port of the Islands Drinking Water Monthly Flow Average

## Utility Monthly Update - 2019

### WTP - Water Treatment Plant

- Water plant is operating as designed
- SCADA work 20% complete

### WELLS

- Well #1 flow meter has been replaced

### WWTP - Waste Water Treatment Plant

- Daily Process control – is producing acceptable effluent

### FIRE STATION PUMPS

- All OK

### LIFT STATIONS

- All lift stations are functioning properly

### REUSE

- 75HP reuse motor contactor has failed-recommend replacing with VFD

### DISTRIBUTION

- Meters were read during week of April 8<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
- Removed master meter at Orchid Cove and replaced with 16 separate new meters