

**PORT OF THE ISLANDS
COMMUNITY IMPROVEMENT DISTRICT**



FEBRUARY 15, 2019
BOARD OF SUPERVISORS MEETING
AGENDA PACKET



PORT OF THE ISLANDS COMMUNITY IMPROVEMENT DISTRICT

PREMIER DISTRICT MANAGEMENT, LLC
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Board of Supervisors
Port of the Islands CID

February 8th, 2019

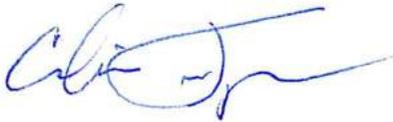
Dear Supervisors,

The regular meeting of the Port of the Islands CID Board of Supervisors will be held on February 15th, 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 January 18th, the Field Manager's report for February, the Utility Operations Report for February and the Financials for January.
- There will be an update on the Dormitory ERC Sales Agreement, R.O.W. easement and fire hydrant painting project.
- New items for discussion are assessment issues and well number one flow meter replacement.
- A new item added to the Agenda is communications and for this topic this month we have a letter requesting an appeal for paragliding. The Board had voted to not allow paragliding at the last meeting,

Any supporting documents not enclosed will be distributed at the meeting. The **next meeting is scheduled for March 15, 2019**, if there are any questions or requests prior to the meeting, feel free to contact me.

Respectfully,



Calvin Teague
District Manager

Port of the Islands CID Meeting Agenda

February 15, 2019 at 9:00 AM

- 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 Pages 4-10
 - A. Regular Meeting Minutes from January 18, 2019
- 5. Old Business
 - A. Review of Landscape Maintenance Performance
 - i. Review of Inspection Report
 - ii. Irrigation Concerns
 - iii. Any Proposals to be considered
 - a. Proposal 2783 from Soto Page 11
 - B. Drainage System Cleaning and Maintenance Proposal
 - C. Dormitory ERC Sales Agreement
 - D. R.O.W. Easement discussion/update
 - E. Fire Hydrant Painting Update
- 6. New Business
 - A. Assessment/ERC Issues
 - B. Well #1 Flow Meter Replacement
- 7. Manager's Report
 - A. Storm loss reimbursement
 - B. Financial Statements for period ending January 31, 2019 Pages 12-28
 - C. Utility billing updates
 - D. Website ADA Compliance update
- 8. Field Manager
 - A. Field Report for February Pages 29-39
 - i. Other follow up items
- 9. Utility Operations
 - A. Utility Operations Report for February Pages 40-42
- 10. Engineer's Report
- 11. Attorney's Report
 - A. Parcel 13 water frontage
- 12. Communications
 - A. Appeal for Paragliding Pages 43-44
- 13. Supervisor's Requests and/or Comments
- 14. Audience Comments
- 15. Adjournment

Next Meeting: March 15, 2019 at 9 AM

**DRAFT
MINUTES OF MEETING
PORT OF THE ISLANDS
COMMUNITY IMPROVEMENT DISTRICT**

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The meeting of the Board of Supervisors of the Port of the Islands Community Improvement District was held Friday January 18, 2019 at 9:00 a.m. at the Orchid Cove Community Center, 25005 Peacock Lane, Naples, Florida 34114.

Present and constituting a quorum were:

- | | |
|-------------------|---------------------|
| J. Anthony Davis | Chair |
| Russell Kish | Vice Chair |
| Norine Dillon | Assistant Secretary |
| Kathryn Kehlmeier | Assistant Secretary |
| Teri O’Connell | Assistant Secretary |

Also present were:

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

The following is a summary of the discussions and actions taken at the January 18, 2019 Port of the Islands Community Improvement District’s Board of Supervisors Meeting.

FIRST ORDER OF BUSINESS **Call to Order and Roll Call**
The meeting was called to order and the District Manager called the roll. All Board members were present. Mitch Gilbert from Florida Utility Solutions and Engineer Ron Benson were also present for today’s meeting.

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

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

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

41 There being none, the next Order of Business followed.
42

43 **FOURTH ORDER OF BUSINESS** **Approval of Meeting Minutes**

44 The Regular Meeting Minutes of the December 21, 2018 meeting were presented with
45 one change being made to line 98.

46
47 **On MOTION by Supervisor O’Connell seconded by Vice**
48 **Chair Kish with all in favor, the Regular Meeting Minutes for**
49 **December 21, 2018 were approved as amended.**
50

51 **FIFTH ORDER OF BUSINESS** **Old Business**

52 **A. Review of Landscape Maintenance Performance**

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

55 **i. Review of Inspection Report**

- 56 • The Board asked Supervisor Kehlmeier to get with Mr. Soto to have
- 57 him do Well Road as per contract. The Field Manager will check with
- 58 LCEC to have them trim tree branches that have grown into the wires.
- 59 • Supervisor Kehlmeier advised that proposals to enhance the Union
- 60 Road entrance will be obtained.
- 61

62 **ii. Irrigation Concerns**

63 **a. Newport Drive Median Plant Replacement Update**

64 Mr. Soto reported this has been completed.
65

66 **iii. Irrigation System Analysis**

67 This has been completed as well.
68

69 **iv. Any proposals to be considered**

- 70 • Proposal #2814 for miscellaneous items combined in the amount of
- 71 \$1,755 was submitted
- 72

73
74 **On MOTION by Supervisor Dillon seconded by Supervisor**
75 **Kehlmeier with all in favor, Proposal #2814 in the amount of**
76 **\$1,755 was approved.**

77 **B. Drainage System Cleaning and Maintenance Proposal**

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

80
81 **C. Dormitory ERC Sales Agreement**

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

84
85 **D. R.O.W. Easement Discussion/Update**

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

89
90 **E. Fire Hydrant Painting Update**

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

93
94 **F. Ultra-Lite Usage Parcel 13**

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

97
98

On MOTION by Supervisor Dillon seconded by Chair Davis with 99 all in favor, the use of Parcel 13 for Ultra-Lite flights was denied.

100
101 **SIXTH ORDER OF BUSINESS** **New Business**

102 There being none, the next Order of Business followed.

103
104 **SEVENTH ORDER OF BUSINESS** **Manager's Report**

105 **A. Storm Loss Reimbursement**

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

109
110 **B. Financial Statements for period ending December 31, 2018**

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

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

C. Utility Billing Updates

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

D. Website ADA Compliance Update

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

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

EIGHTH ORDER OF BUSINESS

Field Manager’s Report

A. Field Report for December

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

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

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

183 **B. Calcite Tank Update**

184 This has been completed.

185

186 **TENTH ORDER OF BUSINESS** **Engineer's Report**

187 **A. Water and Wastewater Operating Permit Renewal**

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

190

191 **ELEVENTH ORDER OF BUSINESS** **Attorney's Report**

192 **A. Parcel 13 Water Frontage**

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

198

199 **THIRTEENTH ORDER OF BUSINESS** **Supervisor's** **Requests** **and/or**
200 **Comments**

201 Supervisor comments/requests were as follows:

202

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

217

218 **FOURTEENTH ORDER OF BUSINESS** **Audience Comments**
 219 Several comments were made, which included a question from the President of Orchid
 220 Cove asking if the "Agreement" had been recorded.

221
 222 **FIFTEENTH ORDER OF BUSINESS** **Adjournment**
 223 There being no further Orders of Business, the meeting was adjourned at 11:18 a.m.
 224

<p>225 On MOTION by Supervisor Dillon seconded by 226 Supervisor Kehlmeier with all in favor, the meeting 227 was adjourned at 11:18 a.m.</p>

228
 229
 230 ***The next Meeting will occur on February 15, 2019 at 9:00 a.m.***

231
 232
 233
 234 _____
 235 Secretary/Assistant Secretary

 Chair/Vice Chair



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

Estimate	
Date	Estimate No.
12/20/2018	2783

Description	Qty	Rate	Total
41 and Union Road area (over flows, hazardous)			
Fill, by the truck load	1	800.00	800.00
Floritam Sod (500 sq ft a pallet)	3	500.00	1,500.00

Thank you for the opportunity to provide a proposal for your property needs. 50% deposit required on all projects over \$5000..00. ALL ESTIMATES MUST BE SIGNED AND RETURNED PRIOR TO COMMENCEMENT OF THIS PROJECT.	Total	\$2,300.00
	_____ Signature	

**PORT OF THE ISLANDS
COMMUNITY IMPROVEMENT DISTRICT**

Financial Report

January 31, 2019
unaudited

Prepared by:
Premier District Management

Balance Sheet by Fund
Port of the Islands CID
January 31, 2019

	<u>GENERAL FUND</u>	<u>WATER AND SEWER FUND</u>	<u>TOTAL</u>
ASSETS			
Current Assets			
Cash	287,493.59	50,903.86	338,397.45
Assessments Receivable	369,196.31	0.00	369,196.31
Allowance-Doubtful Collections	(369,196.31)	0.00	(369,196.31)
Accounts Receivable	0.00	2,952.71	2,952.71
Assessments Receivable	0.00	1,118,169.89	1,118,169.89
Allowance-Doubtful Collections	0.00	(1,118,169.89)	(1,118,169.89)
Due To/From 001/202	(385,951.16)	0.00	(385,951.16)
Due To/From 001/202	0.00	385,951.16	385,951.16
Investment-Valley National MMA	1,002,319.41	0.00	1,002,319.41
Prepaid Items	9,190.68	0.00	9,190.68
Deferred Amount of Refunding	0.00	36,369.65	36,369.65
Total Current Assets	913,052.52	476,177.38	1,389,229.90
Noncurrent Assets			
Land	0.00	599,674.85	599,674.85
Infrastructure	0.00	15,448,440.33	15,448,440.33
Accum Depr - Infrastructure	0.00	(6,431,901.99)	(6,431,901.99)
Equipment and Furniture	0.00	287,662.07	287,662.07
Accum Depr - Equip/Furniture	0.00	(125,834.39)	(125,834.39)
Total Noncurrent Assets	0.00	9,778,040.87	9,778,040.87
TOTAL ASSETS	913,052.52	10,254,218.25	11,167,270.77
LIABILITIES			
Current Liabilities			
Accounts Payable	2,031.51	0.00	2,031.51
Accounts Payable	0.00	8,291.75	8,291.75
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	13,104.91	13,104.91
Deposits	0.00	29,039.98	29,039.98
Total Current Liabilities	2,031.51	547,169.46	549,200.97
Long-Term Liabilities			
Revenue Bonds Payable-LY	0.00	957,000.00	957,000.00
Total Long-Term Liabilities	0.00	957,000.00	957,000.00
TOTAL LIABILITIES	2,031.51	1,504,169.46	1,506,200.97
FUND BALANCES/NET ASSETS			
Fund Balances			
Nonspendable			
Prepaid Items	9,190.68	0.00	9,190.68
Assigned			
Operating Reserves	103,762.00	0.00	103,762.00
Unassigned			
Unassigned	798,068.33	0.00	798,068.33
Net Assets			
Invested in capital assets, net of related debt	0.00	8,329,435.96	8,329,435.96
Unrestricted/Unreserved	0.00	420,612.83	420,612.83
TOTAL FUND BALANCES/NET ASSETS	911,021.01	8,750,048.79	9,661,069.80
TOTAL LIABILITIES & FUND BALANCES/NET ASSETS	\$ 913,052.52	\$ 10,254,218.25	\$ 11,167,270.77

Statement of Revenues, Expenditures and Changes in Fund Balances
Port of the Islands CID
For the Period Ending January 31, 2019

General Fund	<u>ANNUAL BUDGET</u>	<u>YTD BUDGET</u>	<u>YTD ACTUAL</u>	<u>Variance</u>	<u>% ANNUAL BUDGET</u>	<u>JAN 31, 2019 ACTUAL</u>
Revenues						
Interest - Investments	3,500	1,167	3,672	2,506	(105)	2,036
Special Assmnts- Tax Collector	324,776	108,259	284,077	175,818	(87)	18,929
Interest - Tax Collector	0	0	112	112	0	112
Special Assmnts- District Collected	34,641	11,547	0	(11,547)	0	0
Special Assmnts- Uncollectable	(34,641)	(11,547)	0	11,547	0	0
Special Assmnts- Discounts	(17,223)	(5,741)	(7,754)	(2,013)	(45)	(527)
Other Miscellaneous Revenues	0	0	12,219	12,219	0	0
Total Revenues	311,053	103,685	292,326	188,642	(94)	20,550
Expenses						
Administrative						
P/R-Board Of Supervisors	7,000	2,333	1,900	433	27	500
Employment Taxes	536	179	103	76	19	41
P/R - Processing Fees	600	200	158	43	26	25
Profserv-Engineering	12,500	4,167	3,504	663	28	1,382
Profserv-Legal Services	12,500	4,167	3,304	863	26	806
Profserv-Mgmt Consulting Serv	43,394	14,465	14,465	0	33	3,616
Profserv-Property Appraiser	4,851	1,617	700	917	14	0
Auditing Services	3,500	1,167	0	1,167	0	0
Postage And Freight	350	117	0	117	0	0
Rental - Meeting Room	350	117	0	117	0	0
Insurance - General Liability	8,000	2,667	2,620	47	33	574
Printing And Binding	600	200	0	200	0	0
Legal Advertising	1,000	333	0	333	0	0
Miscellaneous Services	500	167	185	(18)	37	0
Misc-Assessmnt Collection Cost	6,468	2,156	5,526	(3,370)	85	368
Office Supplies	200	67	0	67	0	0
Annual District Filing Fee	175	58	175	(117)	100	0
Total Administrative	102,524	34,177	32,640	1,538	32	7,312
Field						
Contracts-Field Services	25,000	8,333	9,098	(765)	36	(687)
Electricity - Streetlighting	19,000	6,333	6,962	(628)	37	2,032
R&M-Renewal and Replacement	5,000	1,667	2,850	(1,183)	57	0
R&M-Storm Water Drainage	3,000	1,000	0	1,000	0	0
Total Field	52,000	17,333	18,910	(1,576)	36	1,345
Landscape/Irrigation						
Contracts-Landscape	82,830	27,610	27,835	(225)	34	7,127
Utility-Irrigation	15,000	5,000	3,345	1,655	22	0
R&M-Irrigation	10,000	3,333	1,968	1,365	20	429
Total Landscape/Irrigation	107,830	35,943	33,148	2,795	31	7,556
Roadway Management						
R&M-Signage	1,000	333	0	333	0	0
R&M-Roads & Alleyways	5,000	1,667	4,000	(2,333)	80	0

Statement of Revenues, Expenditures and Changes in Fund Balances
Port of the Islands CID
For the Period Ending January 31, 2019

General Fund

	<u>ANNUAL BUDGET</u>	<u>YTD BUDGET</u>	<u>YTD ACTUAL</u>	<u>Variance</u>	<u>% ANNUAL BUDGET</u>	<u>JAN 31,2019 ACTUAL</u>
Total Roadway Management	6,000	2,000	4,000	(2,000)	67	0
<u>Mosquito Control</u>						
Contracts-Mosquito Treatment	19,500	6,500	3,948	2,552	20	3,948
Chemicals-Mosquito spray	10,000	3,333	0	3,333	0	0
R&M-Mosquito Control	5,000	1,667	0	1,667	0	0
Total Mosquito Control	34,500	11,500	3,948	7,552	11	3,948
<u>Other Sources/Uses</u>						
Total Expenses	302,854	100,953	92,646	8,309	31	20,161
Excess Revenue Over (Under) Expenditures	8,199	2,732	199,680	180,333	(2,435)	389

**Statement of Revenues, Expenditures and Changes in Fund Balances
Port of the Islands CID
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>Budget</u> <u>Allocation</u>	<u>MAR</u> <u>Budget</u> <u>Allocation</u>	<u>APR</u> <u>Budget</u> <u>Allocation</u>	<u>MAY</u> <u>Budget</u> <u>Allocation</u>	<u>JUN</u> <u>Budget</u> <u>Allocation</u>	<u>JUL</u> <u>Budget</u> <u>Allocation</u>	<u>AUG</u> <u>Budget</u> <u>Allocation</u>	<u>SEP</u> <u>Budget</u> <u>Allocation</u>	<u>ANNUAL</u> <u>BUDGET</u>	<u>YTD</u> <u>ACTUAL</u>
Revenues														
Interest - Investments	300	249	1,087	2,036	292	292	292	292	292	292	292	292	3,500	3,672
Special Assmnts- Tax Collector	0	111,448	153,700	18,929	27,065	27,065	27,065	27,065	27,065	27,065	27,065	27,065	324,776	284,077
Interest - Tax Collector	0	0	0	112	0	0	0	0	0	0	0	0	0	112
Special Assmnts- District Collected	0	0	0	0	2,887	2,887	2,887	2,887	2,887	2,887	2,887	2,887	34,641	0
Special Assmnts- Uncollectable	0	0	0	0	(2,887)	(2,887)	(2,887)	(2,887)	(2,887)	(2,887)	(2,887)	(2,887)	(34,641)	0
Special Assmnts- Discounts	0	(1,136)	(6,091)	(527)	(1,435)	(1,435)	(1,435)	(1,435)	(1,435)	(1,435)	(1,435)	(1,435)	(17,223)	(7,754)
Other Miscellaneous Revenues	12,219	0	0	0	0	0	0	0	0	0	0	0	0	12,219
Total Revenues	12,519	110,561	148,696	20,550	25,922	311,053	292,326							
Expenses														
Administrative														
P/R-Board Of Supervisors	400	500	500	500	583	583	583	583	583	583	583	583	7,000	1,900
Employment Taxes	33	41	(13)	41	45	45	45	45	45	45	45	45	536	103
P/R - Processing Fees	50	25	58	25	50	50	50	50	50	50	50	50	600	158
Profserv-Engineering	1,493	0	629	1,382	1,042	1,042	1,042	1,042	1,042	1,042	1,042	1,042	12,500	3,504
Profserv-Legal Services	0	514	1,984	806	1,042	1,042	1,042	1,042	1,042	1,042	1,042	1,042	12,500	3,304
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	14,465
Profserv-Property Appraiser	700	0	0	0	404	404	404	404	404	404	404	404	4,851	700
Auditing Services	0	0	0	0	292	292	292	292	292	292	292	292	3,500	0
Postage And Freight	0	0	0	0	29	29	29	29	29	29	29	29	350	0
Rental - Meeting Room	0	0	0	0	29	29	29	29	29	29	29	29	350	0
Insurance - General Liability	574	574	896	574	667	667	667	667	667	667	667	667	8,000	2,620
Printing And Binding	0	0	0	0	50	50	50	50	50	50	50	50	600	0
Legal Advertising	0	0	0	0	83	83	83	83	83	83	83	83	1,000	0
Miscellaneous Services	185	0	0	0	42	42	42	42	42	42	42	42	500	185
Misc-Assessmnt Collection Cost	0	2,206	2,952	368	539	539	539	539	539	539	539	539	6,468	5,526
Office Supplies	0	0	0	0	17	17	17	17	17	17	17	17	200	0
Annual District Filing Fee	175	0	0	0	15	15	15	15	15	15	15	15	175	175
Total Administrative	7,226	7,476	10,622	7,312	8,545	102,524	32,640							
Field														
Contracts-Field Services	3,262	3,262	3,262	(687)	2,083	2,083	2,083	2,083	2,083	2,083	2,083	2,083	25,000	9,098
Electricity - Streetlighting	2,003	2,008	918	2,032	1,583	1,583	1,583	1,583	1,583	1,583	1,583	1,583	19,000	6,962
R&M-Renewal and Replacement	2,850	0	0	0	417	417	417	417	417	417	417	417	5,000	2,850
R&M-Storm Water Drainage	0	0	0	0	250	250	250	250	250	250	250	250	3,000	0
Total Field	8,115	5,270	4,180	1,345	4,333	52,000	18,910							
Landscape/Irrigation														
Contracts-Landscape	0	13,805	6,902	7,127	6,903	6,903	6,903	6,903	6,903	6,903	6,903	6,903	82,830	27,835
Utility-Irrigation	0	1,272	2,073	0	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	15,000	3,345
R&M-Irrigation	310	911	318	429	833	833	833	833	833	833	833	833	10,000	1,968

Statement of Revenues, Expenditures and Changes in Fund Balances
Port of the Islands CID
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>Budget</u> <u>Allocation</u>	<u>MAR</u> <u>Budget</u> <u>Allocation</u>	<u>APR</u> <u>Budget</u> <u>Allocation</u>	<u>MAY</u> <u>Budget</u> <u>Allocation</u>	<u>JUN</u> <u>Budget</u> <u>Allocation</u>	<u>JUL</u> <u>Budget</u> <u>Allocation</u>	<u>AUG</u> <u>Budget</u> <u>Allocation</u>	<u>SEP</u> <u>Budget</u> <u>Allocation</u>	<u>ANNUAL</u> <u>BUDGET</u>	<u>YTD</u> <u>ACTUAL</u>
Total Landscape/Irrigation	310	15,988	9,293	7,556	8,986	8,986	8,986	8,986	8,986	8,986	8,986	8,986	107,830	33,148
Roadway Management														
R&M-Signage	0	0	0	0	83	83	83	83	83	83	83	83	1,000	0
R&M-Roads & Alleyways	1,700	0	2,300	0	417	417	417	417	417	417	417	417	5,000	4,000
Total Roadway Management	1,700	0	2,300	0	500	6,000	4,000							
Mosquito Control														
Contracts-Mosquito Treatment	0	0	0	3,948	1,625	1,625	1,625	1,625	1,625	1,625	1,625	1,625	19,500	3,948
Chemicals-Mosquito spray	0	0	0	0	833	833	833	833	833	833	833	833	10,000	0
R&M-Mosquito Control	0	0	0	0	417	417	417	417	417	417	417	417	5,000	0
Total Mosquito Control	0	0	0	3,948	2,875	34,500	3,948							
Other Sources/Uses														
Total Expenses	17,351	28,734	26,395	20,161	25,239	302,854	92,646							
Excess Revenue Over (Under) Expenditures	(4,832)	81,827	122,301	389	683	8,199	199,680							

Statement of Revenues, Expenditures and Changes in Fund Balances
Port of the Islands CID
For the Period Ending January 31, 2019

Water And Sewer Fund

	<u>ANNUAL BUDGET</u>	<u>YTD BUDGET</u>	<u>YTD ACTUAL</u>	<u>Variance</u>	<u>% ANNUAL BUDGET</u>	<u>JAN 31, 2019 ACTUAL</u>
Revenues						
Interest - Investments	500	167	300	134	(60)	89
Water Revenue	83,078	27,693	18,671	(9,022)	(22)	34
Sewer Revenue	115,420	38,473	28,297	(10,177)	(25)	52
Irrigation Fees	103,477	34,492	35,923	1,430	(35)	(801)
Meter Fees	2,500	833	0	(833)	0	0
Special Assmnts- Tax Collector	1,240,329	413,443	1,084,968	671,525	(87)	72,296
Interest - Tax Collector	0	0	429	429	0	429
Special Assmnts- District Collected	181,335	60,445	0	(60,445)	0	0
Special Assmnts- Uncollectable	(181,335)	(60,445)	0	60,445	0	0
Special Assmnts- Discounts	(49,286)	(16,429)	(29,815)	(13,186)	(60)	(2,013)
Other Miscellaneous Revenues	0	0	2,975	2,975	0	905
Total Revenues	1,496,018	498,672	1,141,948	643,275	(76)	70,991
Expenses						
Personnel and Administration						
P/R-Board Of Supervisors	7,000	2,333	1,900	433	27	500
Employment Taxes	536	179	103	76	19	41
P/R - Processing Fees	30	10	157	(147)	525	25
ProfServ-Engineering	12,500	4,167	8,903	(4,736)	71	1,531
ProfServ-Legal Services	12,500	4,167	1,320	2,847	11	806
ProfServ-Mgmt Consulting Serv	43,394	14,465	14,465	0	33	3,616
ProfServ-Property Appraiser	18,482	6,161	700	5,460	4	0
Auditing Services	3,500	1,167	0	1,167	0	0
Postage And Freight	700	233	0	233	0	0
Rental - Meeting Room	350	117	0	117	0	0
Insurance - General Liability	7,800	2,600	3,262	(662)	42	574
Printing And Binding	100	33	0	33	0	0
Legal Advertising	1,000	333	0	333	0	0
Miscellaneous Services	2,250	750	0	750	0	0
Utility Billing Supplies	2,000	667	1,181	(515)	59	306
Misc-Assessmnt Collection Cost	22,130	7,377	21,107	(13,730)	95	1,406
Office Supplies	200	67	0	67	0	0
Communication - Telephone - Field	4,400	1,487	1,475	(9)	34	278
Total Personnel and Administration	138,872	46,293	54,573	(8,283)	39	9,083
Water-Sewer Comb Services						
Utility - General	78,000	26,000	23,580	2,420	30	7,098
Utility - New connections	3,500	1,167	0	1,167	0	0
Contracts-Mgmt Services	322,770	107,590	87,986	19,605	27	29,329
Contracts-Utility Billing	20,600	6,867	6,867	0	33	1,717
Contracts-Generator Maint	500	167	0	167	0	0
R&M-Lift Station	7,000	2,333	0	2,333	0	0
R&M-Potable Water Lines	19,000	6,333	0	6,333	0	0
R&M-Water Plant	31,000	10,333	6,510	3,823	21	2,400
R&M-Waste Water Plant	16,000	5,333	5,903	(570)	37	304
R&M-Sewer Lines	5,200	1,733	0	1,733	0	0
R&M-Backflow Inspection	13,680	4,560	0	4,560	0	0

Statement of Revenues, Expenditures and Changes in Fund Balances
Port of the Islands CID
For the Period Ending January 31, 2019

Water And Sewer Fund	<u>ANNUAL BUDGET</u>	<u>YTD BUDGET</u>	<u>YTD ACTUAL</u>	<u>Variance</u>	<u>% ANNUAL BUDGET</u>	<u>JAN 31, 2019 ACTUAL</u>
R&M-Instrumentation	5,000	1,667	0	1,667	0	0
Misc-Licenses & Permits	3,000	1,000	3,000	(2,000)	100	0
Compliance Sampling	22,150	7,363	4,175	3,208	19	1,392
Chemicals-Water Operations	25,000	8,333	6,346	1,987	25	0
Chemicals-Wastewater Operations	15,000	5,000	2,628	2,372	18	0
Sludge Disposal	20,000	6,667	896	5,771	4	896
Capital Outlay-WWTP	0	0	49,285	(49,285)	0	0
Total Water-Sewer Combination Services	607,400	202,466	197,176	5,291	32	43,136
<u>Debt Service</u>						
Principal Debt Retirement	457,157	152,386	0	152,386	0	0
Interest Expense	58,377	19,459	22,376	(2,917)	36	0
Total Debt Service	515,534	171,845	22,376	149,469	4	0
<u>Other Sources/Uses</u>						
Total Expenses	1,261,806	420,604	274,125	146,477	22	52,219
Excess Revenue Over (Under) Expenditures	234,212	78,068	867,823	496,798	(371)	18,772

**Statement of Revenues, Expenditures and Changes in Fund Balances
Port of the Islands CID
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>Budget</u> <u>Allocation</u>	<u>MAR</u> <u>Budget</u> <u>Allocation</u>	<u>APR</u> <u>Budget</u> <u>Allocation</u>	<u>MAY</u> <u>Budget</u> <u>Allocation</u>	<u>JUN</u> <u>Budget</u> <u>Allocation</u>	<u>JUL</u> <u>Budget</u> <u>Allocation</u>	<u>AUG</u> <u>Budget</u> <u>Allocation</u>	<u>SEP</u> <u>Budget</u> <u>Allocation</u>	<u>ANNUAL</u> <u>BUDGET</u>	<u>YTD</u> <u>ACTUAL</u>
Revenues														
Interest - Investments	5	45	161	89	42	42	42	42	42	42	42	42	500	300
Water Revenue	8,693	122	9,822	34	6,923	6,923	6,923	6,923	6,923	6,923	6,923	6,923	83,078	18,671
Sewer Revenue	13,222	187	14,836	52	9,618	9,618	9,618	9,618	9,618	9,618	9,618	9,618	115,420	28,297
Irrigation Fees	16,293	0	20,430	(801)	8,623	8,623	8,623	8,623	8,623	8,623	8,623	8,623	103,477	35,923
Meter Fees	0	0	0	0	208	208	208	208	208	208	208	208	2,500	0
Special Assmnts- Tax Collector	0	425,650	587,022	72,296	103,361	103,361	103,361	103,361	103,361	103,361	103,361	103,361	1,240,329	1,084,968
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	15,111	15,111	15,111	15,111	15,111	15,111	15,111	15,111	181,335	0
Special Assmnts- Uncollectable	0	0	0	0	(15,111)	(15,111)	(15,111)	(15,111)	(15,111)	(15,111)	(15,111)	(15,111)	(181,335)	0
Special Assmnts- Discounts	0	(4,339)	(23,263)	(2,013)	(4,107)	(4,107)	(4,107)	(4,107)	(4,107)	(4,107)	(4,107)	(4,107)	(49,286)	(29,615)
Other Miscellaneous Revenues	870	100	1,100	905	0	0	0	0	0	0	0	0	0	2,975
Total Revenues	39,083	421,765	610,108	70,991	124,668	1,496,018	1,141,948							
Expenses														
Personnel and Administration														
P/R-Board Of Supervisors	400	500	500	500	583	583	583	583	583	583	583	583	7,000	1,900
Employment Taxes	33	41	(13)	41	45	45	45	45	45	45	45	45	536	103
P/R - Processing Fees	50	25	57	25	3	3	3	3	3	3	3	3	30	157
ProfServ-Engineering	344	3,885	3,143	1,531	1,042	1,042	1,042	1,042	1,042	1,042	1,042	1,042	12,500	8,903
ProfServ-Legal Services	0	514	0	806	1,042	1,042	1,042	1,042	1,042	1,042	1,042	1,042	12,500	1,320
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	14,465
ProfServ-Property Appraiser	700	0	0	0	1,540	1,540	1,540	1,540	1,540	1,540	1,540	1,540	18,482	700
Auditing Services	0	0	0	0	292	292	292	292	292	292	292	292	3,500	0
Postage And Freight	0	0	0	0	58	58	58	58	58	58	58	58	700	0
Rental - Meeting Room	0	0	0	0	29	29	29	29	29	29	29	29	350	0
Insurance - General Liability	574	574	1,538	574	650	650	650	650	650	650	650	650	7,800	3,262
Printing And Binding	0	0	0	0	8	8	8	8	8	8	8	8	100	0
Legal Advertising	0	0	0	0	83	83	83	83	83	83	83	83	1,000	0
Miscellaneous Services	0	0	0	0	188	188	188	188	188	188	188	188	2,250	0
Utility Billing Supplies	574	0	301	306	167	167	167	167	167	167	167	167	2,000	1,181
Misc-Assessmnt Collection Cost	0	8,426	11,275	1,406	1,844	1,844	1,844	1,844	1,844	1,844	1,844	1,844	22,130	21,107
Office Supplies	0	0	0	0	17	17	17	17	17	17	17	17	200	0
Communication - Telephone - Field	647	273	278	278	367	367	367	367	367	367	367	367	4,400	1,475
Total Personnel and Administration	6,938	17,854	20,895	9,083	11,574	138,872	54,573							
Water-Sewer Comb Services														
Utility - General	5,146	5,297	6,038	7,098	6,500	6,500	6,500	6,500	6,500	6,500	6,500	6,500	78,000	23,580
Utility - New connections	0	0	0	0	292	292	292	292	292	292	292	292	3,500	0
Contracts-Mgmt Services	0	29,329	29,329	29,329	26,898	26,898	26,898	26,898	26,898	26,898	26,898	26,898	322,770	87,986
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	6,867

Statement of Revenues, Expenditures and Changes in Fund Balances
Port of the Islands CID
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>Budget</u>	<u>ACTUAL</u>								
Contracts-Generator Maint	0	0	0	0	42	42	42	42	42	42	42	42	500	0
R&M-Lift Station	0	0	0	0	583	583	583	583	583	583	583	583	7,000	0
R&M-Potable Water Lines	0	0	0	0	1,583	1,583	1,583	1,583	1,583	1,583	1,583	1,583	19,000	0
R&M-Water Plant	867	3,243	0	2,400	2,583	2,583	2,583	2,583	2,583	2,583	2,583	2,583	31,000	6,510
R&M-Waste Water Plant	0	5,374	225	304	1,333	1,333	1,333	1,333	1,333	1,333	1,333	1,333	16,000	5,903
R&M-Sewer Lines	0	0	0	0	433	433	433	433	433	433	433	433	5,200	0
R&M-Backflow Inspection	0	0	0	0	1,140	1,140	1,140	1,140	1,140	1,140	1,140	1,140	13,680	0
R&M-Instrumentation	0	0	0	0	417	417	417	417	417	417	417	417	5,000	0
Miso-Licenses & Permits	0	3,000	0	0	250	250	250	250	250	250	250	250	3,000	3,000
Compliance Sampling	0	1,392	1,392	1,392	1,846	1,846	1,846	1,846	1,846	1,846	1,846	1,846	22,150	4,175
Chemicals-Water Operations	1,549	1,399	3,398	0	2,083	2,083	2,083	2,083	2,083	2,083	2,083	2,083	25,000	6,346
Chemicals-Wastewater Operations	662	474	1,492	0	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	15,000	2,628
Sludge Disposal	0	0	0	896	1,667	1,667	1,667	1,667	1,667	1,667	1,667	1,667	20,000	896
Capital Outlay-WWTP	0	0	49,285	0	0	0	0	0	0	0	0	0	0	49,285
Total Water-Sewer Combination Services	9,941	51,225	92,876	43,136	50,617	607,400	197,176							
Debt Service														
Principal Debt Retirement	0	0	0	0	38,096	38,096	38,096	38,096	38,096	38,096	38,096	38,096	457,157	0
Interest Expense	22,376	0	0	0	4,865	4,865	4,865	4,865	4,865	4,865	4,865	4,865	58,377	22,376
Total Debt Service	22,376	0	0	0	42,961	515,534	22,376							
Other Sources/Uses														
Total Expenses	39,255	69,079	113,571	52,219	105,152	1,261,806	274,125							
Excess Revenue Over (Under) Expenditures	(172)	352,686	496,537	18,772	19,516	234,212	867,823							

PORT OF THE ISLANDS COMMUNITY IMPROVEMENT DISTRICT

Cash and Investment Report
January 31, 2019

Account Name	Bank	Yield	Balance
GENERAL FUND			
Checking (GF) 9580	Valley	0.00%	287,678.29
Money Market (GF) 1572	Valley	2.36%	<u>1,002,319.41</u>
		Subtotal	1,289,997.70
WATER & SEWER FUND			
Checking (WSF) 1521	Valley	0.10%	27.09
Checking (WSF) 8933	Valley	1.95%	54,573.02
		Subtotal	<u>54,600.11</u>
		Total	<u><u>\$ 1,344,597.81</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%

Distribution	Gross Amount Received	Discounts/ (Penalties)	Collection Cost	Net Amount Received	ALLOCATION	
					General Fund	Debt Fund
October	-	-	-	-	-	-
November	17,534.80	(900.65)	(332.68)	16,301.47	3,638.47	13,896.33
	114,346.26	(4,573.87)	(2,195.45)	107,576.94	23,726.85	90,619.41
	405,217.06	-	(8,104.34)	397,112.72	84,082.54	321,134.52
December	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						
March						
April						
May						
June						
July						
August						
September						
TOTAL	1,369,044.78	(37,369.20)	(26,633.51)	1,305,042.07	284,076.79	1,084,967.99
BALANCE REMAINING					\$ 40,699	\$ 155,361

TOTAL ASSESSMENTS	\$ 1,565,105	PERCENT COLLECTED	87.47%
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**PORT OF THE ISLANDS
UTILITY BILLING AGING REPORT- Over 90 Days
FOR PERIOD 10/01/16 THRU 01/31/19**

OrgLookup	OrgName	Notes	BALANCE DUE
90040	BAXTER, BROOKE		8.59
90078	BROWN, CHRISTINA	Turned off 11/28/17	25.00
90104	CHAPPLE, MATTHEW		17.17
90224	GLOVER, RICHARD	Turned off 11/28/16	171.62
90327	KREMER, JOHN	Turned off 02/28/18	205.53
90333	LACEY, BRANDON	Turned off 12/16/17	184.44
90371	MASTRO, BARBARA		8.59
90428	OSTBERG, LISA		15.04
90767	THOMAS, DARYL	Turned off 10/11/18	139.38
90594	TWENTE, DEANN	Turned off 01/16/18	74.48
90612	WHEELER, MARILYN	Turned off 06/13/18	77.82
90614	WIELGOS, DAN	Turned off 07/20/18	310.43
90621	WOARDER, IRA		77.27
TOTAL			\$1,315.36

Port of the Islands CID Reconciliation - Valley National 9580 OPS

Closing Balance from Previous Statement.....	12/31/2018	238,939.07
2 Deposits and Other Additions Totaling.....		87,452.53
13 Checks and Other Withdrawals Totaling.....		38,713.31
0 Adjustments Totaling.....		0.00
0 Voids Totaling.....		0.00
Service Charge.....		0.00
Interest Earned.....	1/31/2019	0.00
Closing Balance for this Statement.....	1/31/2019	287,678.29
Difference.....		0.00

Cash Balance from General Ledger.....	1/31/2019	287,493.59
Open Activity from Bank Register.....		(184.70)
Adjustment for Service Charges and Interest.....		0.00
General Ledger Reconciliation to Statement.....		287,678.29

Date	Reference	Deposit Description	Amount
✓ 1/17/2019	DEP	Direct Deposit - Tax Collector	540.93
✓ 1/25/2019	DEP	Direct Deposit - Tax Collector	86,911.60
Total Deposits:			87,452.53

Date	Check	To	Check Description	Amount
✓ 12/20/2018	0010300	LCEC	11/8-12/9/2018 Electric- Water Treatment Facilities & Irrigation	8,057.63
✓ 1/03/2019	0010301	JL23 Pressure Cleaning Services, Inc.	Pressure Clean Concrete Sidewalks	2,300.00
✓ 1/03/2019	0010302	PORT OF THE ISLANDS	Invoices AIRPORT Dec 2018, Cays East Dec 13, Cays West Dec 13, Newport East Dec 13	2,072.90
✓ 1/03/2019	0010303	Soto's Lawn Service	Battery Controller	317.69
✓ 1/03/2019	0010304	Kish, Russell B.	DEC 2018 - BOS Meeting (Paper Check Payment)	184.70
✓ 1/03/2019	EFT	Surepayroll	DEC 2018 BOS Meeting - (Direct Deposit & Taxes)	897.80
✓ 1/07/2019	0010305	Premier District Management	District Management, Field & Utility Billing Services - JAN 2019	12,517.07
✓ 1/09/2019	0010306	Daniel H. Cox, P.A.	Analysis of Insurance Claim, Attend Supervisors Meeting	1,612.50
✓ 1/09/2019	0010307	Soto's Lawn Service	Monthly Lawn Maintenance	7,127.49
✓ 1/18/2019	0010308	Century Link	Service 1/4-2/3	277.74
✓ 1/18/2019	0010309	Soto's Lawn Service	Mowing, Retention Pond Overflow	2,400.00
1/22/2019	0010310	Kish, Russell B.	BOS Meeting Compensation 1/18/2019 (Paper Check)	184.70
✓ 1/22/2019	EFT	Surepayroll	BOS Meeting Compensation - 1/18/2019 (Direct Deposit & Taxes)	897.80
✓ 1/30/2019	EFT	Surepayroll	Monthly Payroll Processing Fees	49.99
Total Unmarked Checks:			184.70	
			Total Checks:	38,898.01

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

Run: 2/05/2019 @ 8:03 AM

Page: 1

Closing Balance from Previous Statement.....	12/31/2018	46,131.42
13 Deposits and Other Additions Totaling.....		43,377.95
3 Checks and Other Withdrawals Totaling.....		34,827.40
3 Adjustments Totaling.....		-197.46
0 Voids Totaling.....		0.00
Service Charge.....		0.00
Interest Earned.....	1/31/2019	88.51
Closing Balance for this Statement.....	1/31/2019	54,573.02
Difference.....		0.00

Cash Balance from General Ledger.....	1/31/2019	51,129.91
Open Activity from Bank Register.....		(3,443.11)
Adjustment for Service Charges and Interest.....		0.00
General Ledger Reconciliation to Statement.....		54,573.02

Date	Reference	Deposit Description	Amount
✓ 1/03/2019	DEP	Remote Deposit	3,653.97
✓ 1/04/2019	DEP	Remote Deposit	3,365.89
✓ 1/07/2019	DEP	Remote Deposit	5,966.85
✓ 1/08/2019	DEP	Branch Deposit - Miscellaneous Receipts	1,219.15
✓ 1/09/2019	DEP U/B	Remote Deposit - Utility Payments	4,372.91
✓ 1/11/2019	DEP U/B	Remote Deposit - Utility Payments	1,781.32
✓ 1/15/2019	DEP U/B	Remote Deposit - Utility Payments	1,710.46
✓ 1/17/2019	DEP U/B	Remote Deposit - Utility Payments	1,136.57
✓ 1/21/2019	DEP U/B	Remote Deposit - Utility Payments	3,205.40
✓ 1/23/2019	DEP EZPAY	EZ Payments - DEC 2018 Billing	13,402.95
✓ 1/23/2019	DEP U/B	Remote Deposit - Utility Payments	88.98
✓ 1/30/2019	DEP U/B	Remote Deposit - Utility Payments	3,209.06
✓ 1/31/2019	DEP U/B	Remote Deposit - Utility Payments	264.44
Total Deposits:			43,377.95

Date	Check	To	Check Description	Amount
11/27/2018	0010225	HERMES, SUZANE	Aug Final Payment - overpayment	15.00
✓ 1/03/2019	0001012	Florida Utility Solutions, Inc.	R&M Wastewater Plant	31,920.15
✓ 1/03/2019	0001013	Hawkins	55 Gal antiscalant, 55 Gal Drum	2,887.25
1/03/2019	0001014	RODRIGUEZ, LARITZA	Utility Deposit Balance	9.05
✓ 1/09/2019	0001015	MARCOPILOS, CHRISTIE	Utility Deposit	40.00
1/21/2019	0001016	CONNELLY, KEITH J	U/B Deposit Refund - Account Closed	40.00
1/21/2019	0001017	HOFFMAN, EDWARD	U/B Deposit Refund - Account Closed	140.00
1/28/2019	0001018	Hole Montes, Inc.	General Engineering Services	2,913.17
1/28/2019	0001019	Soto's Lawn Service	Irrigation System Repair - Common Area Zone 3 Battery Controller	428.91
Total Unmarked Checks:			3,546.13	
			Total Checks:	38,373.53

Date	Reference	Adjustment Description	Amount
✓ 1/31/2019		Interest Earned	88.51
✓ 1/21/2019	NSF	Stop Payment - Bank Reported	-60.10
✓ 1/23/2019	NSF	Automated Return - Reason: "RDFI not qualified to participate"	-103.02
✓ 1/29/2019	NSF	Payment Return by Bank - Reason: Account Frozen	-34.34
Total Adjustments:			-108.95

Run: 2/05/2019 @ 6:40 AM

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

Page: 1

Closing Balance from Previous Statement.....	12/31/2018	1,000,283.17
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.....	1/31/2019	2,036.24
Closing Balance for this Statement.....	1/31/2019	1,002,319.41
Difference.....		0.00

Cash Balance from General Ledger.....	1/31/2019	1,002,319.41
Open Activity from Bank Register.....		0.00
Adjustment for Service Charges and Interest.....		0.00
General Ledger Reconciliation to Statement.....		1,002,319.41

Date	Reference	Adjustment Description	Amount
✓ 1/31/2019		Interest Earned	2,036.24
Total Adjustments:			2,036.24

**Port of the Islands CID
Reconciliation - Valley 1521 W/S CLOSED 12/2018**

Run: 2/05/2019 @ 6:38 AM

Page: 1

Closing Balance from Previous Statement.....	12/31/2018	27.09
0 Deposits and Other Additions Totaling.....		0.00
0 Checks and Other Withdrawls Totaling.....		0.00
0 Adjustments Totaling.....		0.00
0 Voids Totaling.....		0.00
Service Charge.....		0.00
Interest Earned.....		0.00
Closing Balance for this Statement.....	1/31/2019	27.09
Difference.....		0.00

Cash Balance from General Ledger.....	1/31/2019	-236.05
Open Activity from Bank Register.....		(263.14)
Adjustment for Service Charges and Interest.....		0.00
General Ledger Reconciliation to Statement.....		27.09

Date	Check	To	Check Description	Amount
12/14/2016	0010004	SMITH, CYNTHIA	Balance Refund 25057 Peacock Ln #101 22-04-5128-3-0	107.15
3/21/2017	0010024	MANTIA, MARIAN	Account Closed. Deposit Balance Refund	17.16
2/08/2018	0010144	MALDONADO, JOSH	Account Closed - Refund Deposit Balance	32.67
4/18/2018	0010165	FORTIER, JOSEPH	deposit refund	25.69
6/11/2018	0010177	DWYER, DAVID J	Credit	32.84
9/21/2018	0010208	FORTIER, JOSEPH	Load Credit from prior system	30.46
Total Unmarked Checks:			245.97	Total Checks: 245.97
Date	Reference	Adjustment Description	Amount	
7/25/2018	0000003	EZ Pay could not process due to bank info	-17.17	
Total Unmarked Adjustments:			-17.17	Total Adjustments: -17.17



COMMUNITY FIELD SERVICES

PORT OF THE ISLANDS CID

FIELD MANAGEMENT REPORT FOR FEBRUARY 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 1/30/19

1. Lake Management:

a. Lake Maintenance: The retention ponds are in moderate shape this month. Shorelines weeds have been heavily treated by Earth Guard, no algae is present and the water levels are average for this time of year. Due to the lower water levels, turbidity (cloudiness / murkiness) has increased throughout all the ponds. Additional pond management details are below.

b. Littoral Plants:

- i. No new concerns observed this month. Littorals are looking healthy around the retention ponds.
- ii. For some reason Earth Guard didn't treat the bulrush in retention pond #2 next to the headwall. We'll touch base with them on the concern.

Headwall in Retention Pond #2



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

- i. Torpedo grass within all 3 retention ponds has been treated.
- ii. Cattails in retention pond #2 has been treated.



- d. **Submerged Weeds:** No concerns observed this month.
- e. **Algae:** None observed.
- f. **Fish:** No concerns observed this month.
- g. **Trash:** Multiple plastic bags were observed around the 3 retention ponds along Cays Drive. We'll begin removing any trash from the ponds when our maintenance technician is onsite.
- h. **Lake Aeration:** No aeration present.
- i. **Shoreline Landscaping:** No new concerns observed this month.
- j. **Lake Bank Erosion:** No concerns observed this month.

2. Roadways:

- a. **Asphalt:** The asphalt at the corner of Newport Drive & Morning Star Cay is continuing to wash out. We'll apply asphalt patch mix to the areas to hopefully slow down / stop the erosion.



b. Potholes:

- i. A large pothole is forming on Union Road just past the 90 degree turn on the east side of the old hotel. The pothole should be filled in.
- ii. Many potholes are reforming on the dirt portion of Union Road. It was less than a year ago when gravel was used to fill in these holes.

Large Pothole near the Old Hotel



Current Conditions on dirt portion



- c. **Curbing / Storm Water Gutters:** The storm water gutters at the end of Sunset Cay, Venus Cay, Windward Cay & Wilderness Cay remain filled with silt and weeds. The outlets should be cleared to open the flow ways towards the outfall structures. We'll be adding this task to our regular maintenance check list. Soto Landscaping will also be recreating the drainage flume and swale at the end of Wilderness Cay.

Venus Cay Gutter



Wilderness Cay



d. Street Signage:

- i. We reported 2 downed street signs along 41 (a stop sign at Cays Drive and a Stop Sign / One Way sign in front of Newport Drive) last month to FDOT. Both signs have been re-installed.
- ii. Stop bars throughout the community are faded and need to be freshened up. We can paint them and apply reflective glass if the Board would like us to.



- iii. A U-Channel post in front of the plant is no longer in use. We'll remove it from the ground.
- iv. "No Parking" signs have been placed within the Newport Drive medians from the real estate office to the entrance to the boat ramps.



e. Roadway Landscaping:

- i. Trees that are encroaching into the power lines at 314 & 326 Newport Drive will be trimmed back by LCEC within the next couple of weeks.
- ii. One of the agaves at the entrance of Newport Drive is at the end of its life cycle and will need to be replaced.



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

3. Sidewalks:

- a. Several panels were found up-lifted enough to be considered safety hazards along Windward Cay. These panels have been painted bright orange and we'll have our maintenance staff grind them down.

158 Windward Cay



146 Windward Cay



- b. Vegetation along the Cays Drive sidewalk has been cut back.



4. Storm Drainage System:

- a. **Catch Basins:** Most of the roadway catch basins and culvert inlets along Newport & Cays Drive are extremely filthy. We'll have them pressure washed by our technician as we get a little closer to the rainy season.



b. Water Control Structures (WCS):

- i. **Sunset Cay:** No concerns observed.
- ii. **Venus Cay:** Vegetation is beginning to fill in around the outflow flapper and will need to be cut back before the rainy season.
- iii. **Windward Cay:** Vegetation is beginning to fill in around the outflow flapper and will need to be cut back before the rainy season.
- iv. **Wilderness Cay:** Vegetation is beginning to fill in around the outflow flapper and will need to be cut back before the rainy season. Debris accumulating around the inlet will be removed.
- v. **Water Plant:** No new concerns observed.

Flapper on Venus Cay



WCS at Water Plant



- vi. **Retention Ponds:** No new concerns observed this month.

- c. **Flumes:** All the roadway / sidewalk flumes along Venus Cay, Windward Cay & Wilderness Cay remain with debris / silt in them. They will be cleaned out and maintained by our maintenance staff.



d. **Culverts:**

- i. About 50% of the culverts along Newport Drive have at least a low presence of silt & debris in them. We're going to have the inlets cleaned out by our maintenance technician prior to the rainy season.



- ii. The culvert under the driveway at 114 Newport Cay is now exposed. There is however a good amount of sand still in the pipe which should be cleaned out.



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

f. Drainage Swales / Dry Detention Ponds / Banks: Drainage concerns behind Sunset Cay, Venus Cay, Windward Cay and Wilderness Cay update.

- i. I met with Soto on 1/30/19 and walked several of the drainage swales to come up with an action plan that will be discussed with the District Manager. One of the main concerns is that blow outs along the berm are continuing to occur.

159 Windward Cay



124 Wilderness Cay



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

- a. **Main Monument:** Algae and vegetation growing on the monument.
- b. **Side Monuments:** The paint is beginning to fade / peel in some areas. The monuments should be painted in approximately a year.

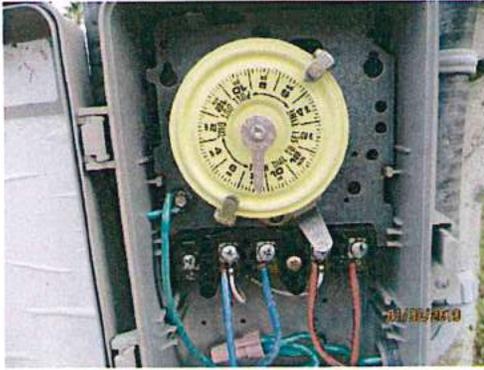


c. Landscaping:

- i. Several plants have been dumped behind the monument wall on the entrance side of Newport Drive. Also, behind the wall was an old u-channel post, both the plants and u-channel post will be removed.



- ii. The door for the timer box which I thought was for the landscape lights at the entrance of Newport Drive was found open during this inspection. I adjusted and activated the timer, but no lights came on. I'll check with Robert Soto to see if he knows what that timer is for.



- d. **Flag Pole:** No issues observed.
- e. **41 Median:** Several pieces of trash were observed again within the median.
- f. **Cays Drive Entrance:** The damaged side of the Cays Drive entrance sign is down and is currently being repaired.



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

6. **Irrigation System:** The time clock at the Union Drive entrance was found open during this inspection. We went ahead and secured the door closed.



7. Mosquito Spraying:

a. Mosquito sprayer / trailer: No concerns observed.

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

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

10. Fish/Wildlife Observations:

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

11. CID Project Updates:

a. **Sidewalk Pressure Cleaning:** The side monuments that were missed at the Newport Drive entrance were pressure cleaned by JL 23.

12. Water Treatment Plant:

a. **Fire Hydrants:** Besides for needing to be painted no other new concerns were observed this month.

b. **Meter Boxes:** No concerns observed this month.

c. **Wells:** Vegetation is encroaching from both sides making the roadway very narrow. 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. Maintenance Follow-Up Actions:

POI CID			
FY 2019 Recommended Project / Maintenance Tasks			
POI RECOMMENDED MAINTENANCE TASKS: UPDATED 1/30/19	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		In Progress
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		
Vegetation around the Well Stations should be cut back.	7/30/2018	Soto	Pending
Remove the vegetation away from the drain pipe mitered ends for retention ponds 1, 2 & 3. Remove dirt from around the baffle on the 3rd retention pond.	12/21/2018	CFS	Scheduled for 2/14/19: WO 1280
Replace the missing fire hydrant roadway reflectors on Newport Drive, Newport Cay and Peacock Lane.	12/21/2018	CFS	Scheduled for 2/14/19: WO 1280
Straghten the leaning one-way sign on Newport Drive.	12/21/2018	CFS	Scheduled for 2/14/19: WO 1280
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
Clean out the storm water flumes along Sunset Cay, Venus Cay, Windward Cay & Wilderniss Cay.	1/30/2019	CFS / Soto	Pending
Cut back vegetation that is encroaching around the flappers for the WCS's at the end of Sunset Cay, Venus Cay, Windward Cay & Wilderniss Cay.	1/30/2019	CFS	Pending
Remove the U-Channel post in front of the plant that has no signs on it.	1/30/2019	CFS	Pending
Grind down the up-lifted sidewalk panels in front of 146 & 158 Windward Cay.	1/30/2019	CFS	Pending
Clean out all of the culvert inlets along Newport Drive.	1/30/2019	CFS	Pending
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.	1/30/2019		



Florida Utility Solutions

PORT OF THE ISLANDS CID MONTHLY PLANT OPERATIONS REPORT FEBRUARY 2019

Wastewater Plant

Received and treated
1.9 million gallons in
January

Water Plant

Produced and
distributed 2.3 million
gallons in January

REUSE

Distributed 10.5 million
gallons in January

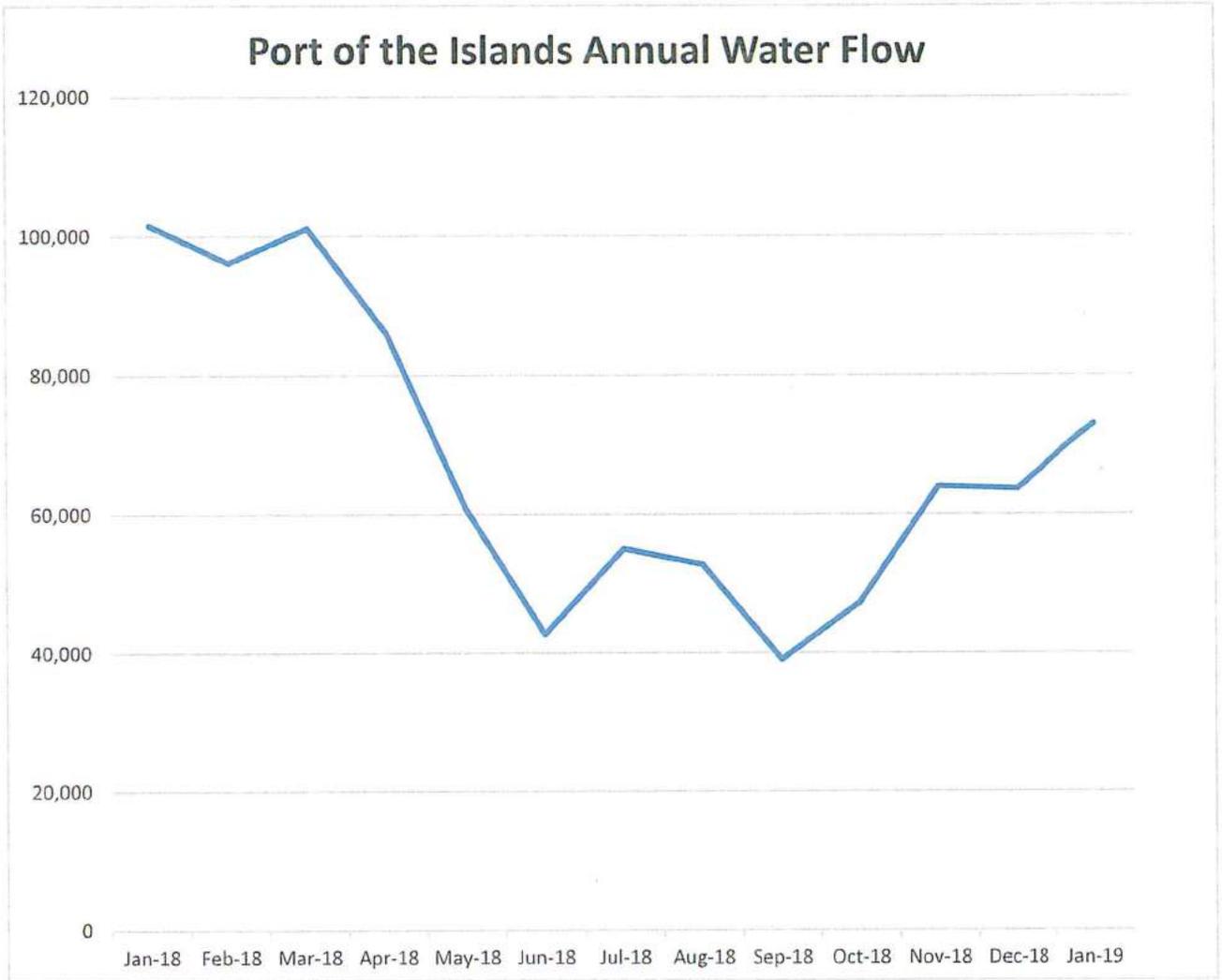


FLORIDA UTILITY SOLUTIONS

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

239-435-0951

www.floridautilitysolutions.com



Port of the Islands Drinking Water Monthly Flow Average

Utility Monthly Update - 2019

WTP - Water Treatment Plant

- Water plant is operating as designed

WELLS

- Well #1 flow meter being 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

- All OK

DISTRIBUTION

- Meters were read during week of February 11th.
- Received several requests for water shut-off and turn-ons, investigations, and meter research

THE ANNUAL OPEN HOUSE WILL BE HELD TODAY, FEBRUARY 15, 2019 AT THE WATER PLANT IMMEDIATELY FOLLOWING THE MEETING.

Sabrina Burnette

From: Cal Teague
Sent: Tuesday, February 5, 2019 6:09 AM
To: dillonpoi@embarqmail.com; chadpaytonbryce@yahoo.com; kehlmeier@basicisp.net; Teri Oconnell; anthony@jadavis.com
Cc: Sabrina Burnette; Peter Babb; Daniel Cox; Jeanette Watkins; Jennifer Miller
Subject: RE: Appeal for Paragliding

Supervisors, I will add a category to the agenda called communications which this letter and any future similar requests will be included in the agenda. If any Supervisor wishes to reconsider this request, then it could be at that time. Otherwise it is referenced and we move on to the next topic.

Cal Teague

PREMIER DISTRICT MANAGEMENT
 3820 Colonial Blvd., Suite 101
 Fort Myers, FL 33966
cteague@cddmanagement.com
 O: 239-690-7100 ext. 101
 C: 239-850-0992
 F: 239-214-6074

Supervisor's please do not reply to all as this email is a public document and by replying to all you could be violating the issue of communications outside a public meeting.

From: Peter Babb <captpeterb@gmail.com>
Sent: Monday, February 4, 2019 8:31 PM
To: dillonpoi@embarqmail.com; chadpaytonbryce@yahoo.com; kehlmeier@basicisp.net; Teri Oconnell <occorral@gmail.com>; anthony@jadavis.com; Cal Teague <CTeague@cddmanagement.com>; dhcox@gtcom.net
Subject: Appeal for Paragliding

Dear board,

I sending this letter as I listen to Remote control airplanes fly from my condo lani in Sunset Cay. I am not complaining of the noise, but instead feeling I have been ruled against unfairly. My impact is so much less than the RC club and am a resident and tax payor.

I was shocked with the outcome of the board meeting. Actually I was devastated. That field is such a perfect place for me to launch and its right across the street. Also I thought that I had shown how low the impact would have on Orchid Cove with the demonstration I performed, videos, letters and talking to many residence.

I thought I should have at least been given a chance to use the field, and that if it turned into a problem that could not be controlled then kick me out! . The notion that the field will be filled with paragliders is simply false. If the board ruled on fear of multiple people coming out to field and making noise how could they approve a lease to an entire group of noise makers. There are sometimes 30 RC plane fliers over there at one time. The board could easily control paraglider use by allowing residence only, level 2 certification, liability insurance, and signing a waiver.

As a resident I feel the decision was unfair. The RC club is every bit as loud and are there for most of the day, not just a couple minutes for launching. There must be room for negotiation.

The meeting started off very positive toward approval. In fact one of the men from Orchid Cove that was there in opposition made a request for time frames for the field use. He was indicating that there may be conditions that he could live with and I feel sure that had we taken a little more time to discuss options that we could have agreed on terms. I felt most of the people in attendance were there because of a letter with speculations on what would happen if I be allowed to use the field, send out by Orchid Cove board member Kevin McPeak to generate opposition. Not one person had any evidence that I have disturbed the peace. The board has been provided substantial evidence that the noise will be moderate, occasional (due to weather) and for short duration as I fly away.

I think reasonable solutions with very little impact on residence at Orchid Cove could be established . For instance, I would be willing to take the roll of enforcing residence only use. It would not be that difficult since there are only 5-7 paragliders in Naples. Also, I would be willing to not use the field during the height of season or I would even be willing to lease another section of the field.

I am requesting an appeal so that these option can be discussed and terms agreed. If I am granted permission and the conditions are not meet THEN kick me out. But as of now there is no evidence from Orchid Cove or anyone else that I have been a nuisance or will become one.

Thanks for reading,
Peter Babb