

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

The meeting of the Board of Supervisors of the Port of the Islands Community Improvement District was held Friday November 16, 2018 at 9:00 a.m. at the Orchid Cove Community Center, 25005 Peacock Lane, Naples, Florida 34114.

Present and constituting a quorum were:

J. Anthony Davis	Chair
Norine Dillon	Vice Chair
Kathryn Kehlmeier	Assistant Secretary
Roger Ducoffre	Assistant Secretary
Russell Kish	Assistant Secretary

Also present were:

Cal Teague	District Manager
Dan Cox	Attorney
Ron Benson	Engineer
Robert Soto	Soto's Landscaping
Jeremy Fischer	Florida Utility Solutions (FUS)
Residents	

***The following is a summary of the discussions and actions taken at the November 16, 2018 Port of the Islands Community Improvement District's Board of Supervisors Meeting.***

**FIRST ORDER OF BUSINESS**

**Call to Order and Roll Call**

The District Manager called the meeting to order and called the roll. All Board members were present for today's meeting. Also present were Robert Soto from Soto's Landscaping, Jeremy Fischer from Florida Utility Solutions, Attorney Dan Cox and Engineer Ron Benson.

**SECOND ORDER OF BUSINESS**

**Approval of Agenda**

The Agenda was presented.

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

**THIRD ORDER OF BUSINESS** **Public Comments on Agenda Items**  
There being none, the next Order of Business followed.

**FOURTH ORDER OF BUSINESS** **Approval of Meeting Minutes**  
The Regular Meeting Minutes of the October 19, 2018 were presented. Changes were as follows:

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

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

**FIFTH ORDER OF BUSINESS** **Old Business**  
**A. Review of Landscape Maintenance Performance**

**i. Review of Inspection Report**

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

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

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

**ii. Irrigation Concerns**

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

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

**iii. Irrigation System Analysis**

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

**iv. Any proposals to be considered**

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

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

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

**C. Dormitory ERC Sales Agreement**

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

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

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

**SIXTH ORDER OF BUSINESS**

**New Business**

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

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

**SEVENTH ORDER OF BUSINESS**

**Manager's Report**

**A. Storm Loss Reimbursement**

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

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

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

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

**C. Utility Billing Updates**

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

**D. Website ADA Compliance Update**

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

**EIGHTH ORDER OF BUSINESS**

**Field Manager's Report**

**A. Field Report for November**

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

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

**B. Power Washing Estimate**

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

On MOTION by Vice Chair Dillon seconded by Chair Davis with all in favor, proposal from JL23 Pressure Cleaning was approved in the amount of \$2,300.

**NINTH ORDER OF BUSINESS**

**Utility Operations**

**A. Utility Operations Report for November**

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

**B. Calcite Tank Installation Update**

Still no word to date.




**FIFTEENTH ORDER OF BUSINESS**


**Adjournment**

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

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

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

  
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Calvin Teague  
Secretary

  
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J. Anthony Davis  
Chair