

**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 December 21, 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
Russell Kish	Assistant Secretary
Teri O'Connell	Assistant Secretary

Also present were:

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

The following is a summary of the discussions and actions taken at the December 21, 2018 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. Robert Soto from Soto's Landscaping, Mitch Gilbert from Florida Utility Solutions, Attorney Dan Cox and Engineer Ron Benson were also present for today's meeting.

SECOND ORDER OF BUSINESS

Seating of Teri O’Connell and Anthony Davis

- After the District Manager administered the Oath of Office to Teri O’Connell, both Supervisor O’Connell and Davis were seated. Mr. Davis had taken the Oath when it was administered by the State.
- Mr. Davis again thanked Mr. Roger Ducoffre for his service to the CID.

THIRD ORDER OF BUSINESS

Reorganization of the Board

A. Resolution 2019-01

Resolution 2019-01 was presented nominating Tony Davis as Chair, Russell Kish as Vice Chair, Calvin Teague as Secretary and Treasurer, Jennifer Miller as Assistant Treasurer and the remaining as Assistant Secretaries.

On MOTION by Supervisor Dillon seconded by Supervisor Davis with all in favor, Resolution 2019-01 reorganizing the Board was approved.

FOURTH ORDER OF BUSINESS

Approval of the Agenda

The Agenda was presented with the addition of Item 8 B, Citizen Request for Access to Parcel 13.

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

FIFTH ORDER OF BUSINESS

Audience Comments on Agenda Items

- Peter Babb spoke on his request to use Parcel 13 for operating his Ultra Lite.
- John DeIDebbo from Orchid Cove spoke in opposition to this use as did Mr. Kevin McPeak.

SIXTH ORDER OF BUSINESS

Approval of Meeting Minutes

The Regular Meeting Minutes of the November 16, 2018 meeting were presented. With changes made to Page 3 and 6, the minutes were approved as amended.

On MOTION by Chair Davis seconded by Supervisor Kehlmeier with all in favor, the Regular Meeting Minutes for November 16, 2018 were approved as amended.

SEVENTH ORDER OF BUSINESS **Old Business**

A. Review of Landscape Maintenance Performance

Prior to Mr. Soto giving his report, the Board considered his request for a 3% increase o his current contract. Note was made that this is his first increase in over three (3) years, which the Board approved.

On MOTION by Chair Davis seconded by Supervisor Kehlmeier with all in favor, the 3% increase in Soto's Landscaping contract was approved.

i. Review of Inspection Report

Mr. Soto presented his report and questions were answered.

ii. Irrigation Concerns

a. Newport Drive Median Plant Replacement Update

Mr. Soto reported this has been completed.

iii. Irrigation System Analysis

This has been completed as well.

iv. Any proposals to be considered

- Proposal #2783 for filling of low areas, which cause a dangerous overflow situation was delayed until next meeting.
- Proposal #2782 in the amount of \$1,450 for landscape repairs and plant replacement was approved.

On MOTION by Supervisor Dillon seconded by Vice Chair Kish with all in favor, Proposal #2782 in the amount of \$1,450 was approved.

- Proposal #2784 for \$2,400 for cleaning of the swales in the retention pond around the utility plants was approved.

On MOTION by Chair Davis seconded by Supervisor Dillon with all in favor, Proposal #2784 in the amount of \$2,400 was approved.

B. Drainage System Cleaning and Maintenance Policy

Mr. Soto is still working on this and feels he will have a proposal to present at the next meeting. Staff will be certain that this is included on next Agenda.

C. Utility Operations Report for December

Due to a prior commitment, the Utility Operations Report was moved to this point with Mr. Gilbert's reporting as follows:

- Everything is working fine at the water plant. He stated that some updates on the SCADA will be needed next year as he is down to one (1) SCADA computer at this point.
- The Calcite tank has arrived, and everything is good. It has not been installed yet but hopefully by next meeting, it will be back in service.
- The permit renewal process for the waste water treatment plant is underway and the DEP inspection has been completed.
- The new bar screen arrived and has been installed.
- Mr. Gilbert commented that another open house after the February Board meeting might be in order. The Board agreed that this would be a good idea.
- Mr. Gilbert asked if the Board would be interested in selling the little trailer as he has an individual interested in buying it. The Board agreed that this would be a possibility, however, staff needed to research further to verify if it is listed as a CID asset.

D. Engineer's Report

The Engineer's report was also moved to this point within the Agenda items with Engineer Benson reporting as follows:

- The drainage system report was given, and the Board agreed with the need to maintain the system. Mr. Benson advised that they are just

waiting for Mr. Soto and the Field Manager to meet and identify the areas of drainage needing maintenance.

- He also discussed signage on 41 in depth.

C. Dormitory ERC Sales Agreement

No word to date.

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

All information has been provided with no additional requests being made to date.

E. Power Washing Update

Started December 17, 2018 and is now complete.

EIGHTH ORDER OF BUSINESS

New Business

A. Painting of Fire Hydrants

The pricing for this project has been verified to be approximately \$800. The Fire Department spokesperson advised that this is perfect timing for beginning the painting and that they are ready to start as soon as they are notified to do so.

On MOTION by Supervisor Dillon seconded by Chair Davis with all in favor, an amount not to exceed \$900 for the purchase of paint and needed supplies was approved.

B. Ultra-Lite Airplane Usage of Parcel 13

This request has been tabled until Attorney Cox can render an opinion on this type activity. Mr. Babb will set a time for the Supervisors to come to see a take-off to determine how loud it is. Once this is set up, the Board will be notified with the understanding that they cannot meet in a group of more than one (1) elected official. Mr. Babb said he would work around this.

NINTH ORDER OF BUSINESS

Manager's Report

A. Storm Loss Reimbursement

The District Manager updated the board stating that this is still pending. Attorney Cox is actively involved at this point and is trying to resolve this issue.

B. Financial Statements for period ending November 30, 2018

The financials for period ending November 30, 2018 were submitted with comment from Supervisors O’Connell and Kehlmeier regarding the use of a cash basis accounting system. Supervisor O’Connell will forward her comments to the District Manager following which he will review with the CPA and the District’s auditors.

On MOTION by Chair Davis seconded by Supervisor O’Connell with all in favor, the financials for period ending November 30, 2018 were accepted.

C. Utility Billing Updates

The billing went out with no problems being noted.

D. Website ADA Compliance Update

The District Manager explained that to bring the website into full compliance, an outside firm may be needed. This firm would also continually monitor the site ascertaining its ongoing compliance. The costs involved have been estimated as an initial investment of approximately \$2,500 with an ongoing fee of \$100/month for the ongoing maintenance of the site.

TENTH ORDER OF BUSINESS

Field Manager’s Report

A. Field Report for December

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

i. Other follow-up items

The only comment was regarding the real estate office on Cays Drive and 41. Other items approved to be addressed were as follows:

- Replacement of the fire hydrant roadway markers.
- Straightening of the leaning one-way sign.
- Removal of vegetation from the drain pipe mitered ends on ponds 1, 2 and 3.
- See if the State will cut down the identified Brazilian Peppers around Cays Drive.

- Have homeowners along Newport Drive remove the dirt from the culverts. Staff will confirm addresses and send letters accordingly.
- Supervisor Dillon asked if a letter was sent to the residents of 114 Cays Drive who put in pavers, which are blocking the culverts underneath the driveway. This does not seem to be fixed and staff will check into this.

ELEVENTH ORDER OF BUSINESS

Attorney’s Report

A. Parcel 13 Water Frontage

Attorney Cox updated the Board which resulted in some general discussion about the area.

THIRTEENTH ORDER OF BUSINESS

**Supervisor’s
Comments**

Requests and/or

Supervisor comments/requests were as follows:

- Supervisor Kehlmeier shared a letter that she had received regarding a neighborhood meeting with the Schucarts to present a boat storage project and get feedback from residents.
- Supervisor Kish commented on getting a commercial developer like the one used for Lely to do something with Parcel 13.
- There was discussion about having “No Parking” signs put in the median on Newport near the boat launch. There were no objections to this if the problem occurs again.

FOURTEENTH ORDER OF BUSINESS

Audience Comments

There being none, the next Order of Business followed.


FIFTEENTH ORDER OF BUSINESS

Adjournment

There being no further Orders of Business, the meeting was adjourned at 11:39 a.m.

On MOTION by Supervisor Dillon seconded by Chair Davis with all in favor, the meeting was adjourned at 11:39 a.m.

The next Meeting will occur on January 18, 2019 at 9:00 a.m.


Secretary/Assistant Secretary


Chair/Vice Chair