

**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, October 19, 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

Not Present:

Russell Kish	Assistant Secretary
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Also present were:

Gary Rawlings	Assistant District Manager
Dan Cox	Attorney
Ron Benson	Engineer
Robert Soto	Soto's Landscaping
Mitch Gilbert	Florida Utility Solutions (FUS)
Jeanette Watkins	Recording Secretary
Residents	

***The following is a summary of the discussions and actions taken at the October 19, 2018 Port of the Islands Community Improvement District's Board of Supervisors Meeting.***

**FIRST ORDER OF BUSINESS**

**Call to Order and Roll Call**

Chair Davis called the meeting to order and the Assistant District Manager called the roll. All Board members were present for today's meeting except Supervisor Kish. Mitch Gilbert from FUS, Robert Soto from Soto's Landscaping, Engineer Ron Benson, Attorney Dan Cox, Assistant District Manager Gary Rawlings and Recording Secretary Jeanette Watkins were also present for today's meeting.

**SECOND ORDER OF BUSINESS**

**Approval of Agenda**

The Agenda was presented.

On MOTION by Supervisor Ducoffre 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 September 21, 2018 were presented and approved with changes as follows:

- Line 128, change from 2019 to 2018
- Line 183, change from order to ordered

On MOTION by Vice Chair Dillon seconded by Supervisor Kehlmeier with all in favor, the Regular Meeting Minutes for September 21, 2018 were approved as amended.

**FIFTH ORDER OF BUSINESS**

**Old Business**

**A. Review of Landscape Maintenance Performance**

**i. Review of Inspection Report**

Mr. Soto presented his verbal report for the monthly ride around with Supervisor Kehlmeier as follows:

**ii. Irrigation Concerns**

- The irrigation underneath the Oak tree is still not taken care of but probably will be done within the next week or so stating they have been waiting for the rain to decrease so they can catch up.
- He also recommended installation of three (3) Shady Lady's (45-gallon trees) to replace the Bougainvilleas lost during the storm. The Board requested that he go ahead with this project for an amount not to exceed \$1,350. This price includes a bubbler per tree ascertaining sufficient irrigation.

On MOTION by Vice Chair Dillon seconded by Supervisor Ducoffe with all in favor, the recommendation for planting three (3) Shady Lady's (45 gallons each) to replace the Bougainvilleas destroyed by the storm was approved for an amount not to exceed \$1,350 with this price to include bubbler for each tree.

- Mr. Soto reported that the Oak trees at the pump station will be needing to be trimmed as we move toward Spring of 2019 and that he will start "guiding them" at that point for better growth.

**iii. Irrigation System Analysis**

The Board had requested that an irrigation system analysis be performed and discussed at today's meeting. They approved placement of an irrigation break on Sunset Cay for an amount not to exceed \$400.

On MOTION by Vice Chair Dillon seconded by Chair Davis with all in favor, placement of an irrigation break on Sunset Cay was approved for an amount not to exceed \$400.

**iv. Any proposals to be considered**

There being nothing further, the next Order of Business followed.

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

No new updates but is still being worked on.

**C. Dormitory ERC Sales Agreement**

Nothing new to report per Attorney Cox.

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

Engineer Benson reported that the needed information has been sent.

**SIXTH ORDER OF BUSINESS**

**New Business**

There being none, the next Order of Business followed.

**SEVENTH ORDER OF BUSINESS**

**Manager's Report**

**A. Storm Loss Reimbursement**

While there was nothing new to report, Attorney Cox did report working with staff on this issue and felt there should be results shortly.

**B. Financial Statements for Period Ending September 30, 2018**

- The financials for period ending September 30, 2018 were presented.
- Resident Ms. Teri O'Connell had a question regarding the financials with Chair Davis answering and advising that she should check with District Manager Teague upon his return if she needed further information.

On MOTION by Supervisor Kehlmeier seconded by Supervisor Ducoffre with all in favor, the financials for period ending September 30, 2018 were accepted.

**C. Utility Billing Updates**

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

**D. Website ADA Compliance Update**

The Board was given a handout outlining each phase of the Website Compliance Project with the end goal being to meet the requirements for website content.

**EIGHTH ORDER OF BUSINESS**

**Field Manager's Report**

**A. Field Report for October**

Field Report for October was presented with the Board expressing what a good job is done on these reports. Supervisor Kehlmeier asked if there would be a way to delineate non-CID items separately or to completely remove them? Chair Davis felt they should remain but be clearly delineated as non-CID issues if possible.

**i. Other follow-up items**

There being none, the next Order of Business followed.

**NINTH ORDER OF BUSINESS**

**Utility Operations**

**A. Utility Operations Report for October**

Report was as follows:

- Mr. Gilbert advised that things are going well, and the only breakdown encountered over the past month was a generator with the finding that the main circuit board went out. This had to be replaced.

- He also reported that there are about 30 meters that need to be replaced throughout the system. The cost would be \$157.00 each including labor for a total of approximately \$4,500.00. Engineer Benson felt that provisions for these replacements had been set forth in the capital improvements plan, and the Board agreed that this needs to be done.
- Vice Chair Dillon felt there should be an ongoing program set up in which meters are routinely on an ongoing based on their age instead of waiting until they breakdown.

On MOTION by Chair Davis seconded by Vice Chair Dillon with all in favor, replacement of the 30 meters at a cost of \$157.00 each/\$4,500.00 total including labor was approved.

**B. Calcite Tank Installation Update**

Nothing new to report.

**ELEVENTH ORDER OF BUSINESS**

**Engineer's Report**

Engineer Benson reported to the Board that the permit renewal process has been completed and is ready to be submitted once the needed signatures have been obtained.

**TWELFTH ORDER OF BUSINESS**

**Attorney's Report**

**A. Parcel 13 Water Frontage**

No update but this is still being worked on.

**THIRTEENTH ORDER OF BUSINESS**

**Supervisor's  
Comments**

**Requests and/or**

Supervisor comments/requests were as follows:

- Vice Chair Dillon commented on a Gun Club event which recently took place and seemed to have gone very well for them. The CID's position regarding any possible liability, etc. had been ascertained prior to the event taking place. A resident did ask if there would be any possible way to notify residents in case of

such events as this. The Board advised that in most cases, there is just not enough time or means to accomplish this.

- Vice Chair Dillon also commented that the Gun Club appeared to have put down some gravel on Union Road, which was great for filling in some of the bigger potholes.
- Supervisor Kehlmeier commented that in a previous report submitted by the Field Manager, he mentioned a sidewalk on Cays Drive which needed to be power washed as well as some monuments, etc., that needed to be cleaned as well and wondered if perhaps this could be done by the Field Manager's staff and what the price would be?

**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 10:10 a.m.

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



Calvin Teague  
Secretary



J. Anthony Davis  
Chair