

**PORT OF THE ISLANDS
COMMUNITY IMPROVEMENT DISTRICT**



DECEMBER 16, 2022
BOARD OF SUPERVISORS MEETING
AGENDA PACKET



PORT OF THE ISLANDS COMMUNITY IMPROVEMENT DISTRICT

PREMIER DISTRICT MANAGEMENT

3820 Colonial Boulevard - Suite 101 • Fort Myers • FL 33966

Phone: (239) 690-7100 • Fax (239) 214-6074

Board of Supervisors

Port of the Islands Community Improvement District

December 9, 2022

Dear Supervisors,

The meeting will begin with an attorney-client closed-door session at 8:45 a.m. to discuss the *Prepmac* lawsuit. The session will be followed immediately by a regular meeting of the Port of the Islands Community Improvement District Board of Supervisors, previously scheduled for Friday, December 16, 2022 at 9:30 a.m. at the Orchid Cove Clubhouse on 25005 Peacock Lane in Naples, Florida 34114.

The closed-door session will not be broadcast or be accessible to the public, but the regular meeting will be accessible via webconference:

<https://global.gotomeeting.com/join/250770181>

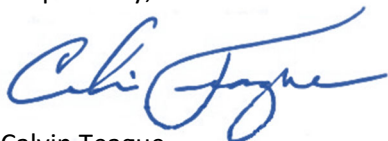
Phone: +1 (786) 535-3211, Access Code: 250-770-181

The agenda is on the next page and a few points of interest are as follows:

- The Closed-Door Attorney-Client Session regards pending litigation in the Circuit Court of the Twentieth Judicial Circuit, Collier County, State of Florida, titled *Prepmac, LLC and Alligator Boys, LLC v. Port of The Islands Community Improvement District, Case No. 19-CA-3923*; and consideration of possible direction to District Counsel regarding *Prepmac* litigation.
- Enclosed are the Draft Meeting Minutes for November 30, 2022, the plant operations monthly report, and the current field report. The financial report for November 2022 will be sent under separate cover.
- There be discussion on the Work Order authorizations for the Engineer and direction on Cays Drive swales and Cays drainage work.
- Included again in the packet for Board consideration is the Fiscal Year 2023 Budget Amendment, Resolution 2023-03, tabled at the prior meeting.
- There will be an update on Hurricane Ian recovery and an on FEMA reimbursement.
- The Board has requested to begin discussions on RFQ for Engineering Services. Included in the packet is a sample RFQ.

Any supporting documents not enclosed will be distributed via email or handed out at the meeting. 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
COMMUNITY IMPROVEMENT DISTRICT**



**SECTION
2:
ATTORNEY-CLIENT SESSION**



Your Source
Public Notices
 for the latest...

Bids and Proposals

CITY OF NAPLES
RFQ No. 23-006

Sealed proposals will be accepted at the Office of the Purchasing Manager, City Hall, 735 8th Street South, Naples, Florida 34102 for:

WASTEWATER TREATMENT PLANT (WWTP) GENERATOR INSTALLATIONS AND ELECTRICAL IMPROVEMENTS - RFQ
Proposal No. 23-006

until 2:00 PM., Local Time, **January 9, 2023**, at which time and place all bids received will be publicly opened and read aloud. Bids received after the time and date specified will not be considered. A non-mandatory Pre- Qualification conference will be held December 19, 2022, at 10:00 A.M. local time in the Purchasing Division located at 735 8th St South, Naples, FL, 34102. Additional information is available by calling 213-7100 or available for download at <https://www.naplesgov.com/rfps>.

The City of Naples is an equal opportunity employer.
 Dec 8, 2022 #5514303

Public Notices

PORT OF THE ISLANDS COMMUNITY IMPROVEMENT DISTRICT NOTICE OF ATTORNEY-CLIENT SESSION

Notice is hereby given that the Board of Supervisors ("Board") of the Port of The Islands Community Improvement District ("District") in accordance with Section 286.011(8), Florida Statutes, will conduct a closed door attorney-client session on December 16, 2022 at 8:45 a.m., or as soon thereafter as can be heard, at the Orchid Cove Clubhouse located at 25005 Peacock Lane, Naples, Florida 34114.

The attorney-client session will be held to discuss settlement negotiations or strategy related to litigation expenditures in connection with the pending litigation in the Circuit Court of the Twentieth Judicial Circuit, Collier County, State of Florida, in which the District is a party, titled Prepmac, LLC and Alligator Boys, LLC v. Port of The Islands Community Improvement District, Case No. 19-CA-3923.

The attorney-client session may be continued to a date, time and place approved by the Board on the record without additional publication of notice. The attorney-client session, which is closed to the public, is being held pursuant to Section 286.011(8), Florida Statutes. The following persons are anticipated to be in attendance at the attorney-client session: Supervisors Russell Kish, Steve McNamee, Dan Truckey, Anna-Lise Hansen, Kevin Baird; District Manager Calvin Teague (as the District's chief administrative or executive officer); District Counsel Anthony P. Pires, Jr. and Lenore T. Brakefield; and, a court reporter. The attorney-client session is expected to last approximately

Port of the Islands Community Improvement District Meeting Agenda

December 16, 2022 at 8:45 A.M.

<https://global.gotomeeting.com/join/250770181>

Phone: +1 (786) 535-3211, Access Code: 250-770-181

1. Call to Order and Roll Call
2. Closed-Door Attorney-Client Session 8:45 – 9:15 AM
 - A. Closed-Door Attorney-Client Session in pending litigation in the Circuit Court of the Twentieth Judicial Circuit, Collier County, State of Florida, titled *Prepmac, LLC and Alligator Boys, LLC v. Port of The Islands Community Improvement District, Case No. 19-CA-3923*. [Prepmac litigation]
 - B. Consideration of possible direction to District Counsel regarding *Prepmac* litigation.
3. Pledge of Allegiance
4. Approval of the Agenda
5. Audience Comments on Agenda Items
6. Approval of Meeting Minutes
 - A. Draft Special Meeting Minutes for November 30, 2022
7. Utility Operations
 - A. Monthly Operations Report
8. Landscape Maintenance
 - A. Monthly Report
9. Engineer Report
 - A. Swale Issues
 - B. Work Authorizations
 - i. General Engineering
 - ii. Cays Drive Swales
10. Field Manager Report
 - A. Current Field Report
 - B. Follow-ups:
 - i. Aerator Installation Update
11. District Manager Report
 - A. Monthly Financial Report: November 2022
 - B. Resolution 2023-03: Fiscal Year 2023 Budget Amendment
 - C. Hurricane Ian Damages and FEMA Reimbursement Update
 - D. Loan Payoff Update
 - E. Update on RFQ Engineering Services
12. Attorney Report
 - A. Lawsuits Update
13. Old Business
 - A. Tabled Proposal: Asphalt Repairs on Newport Dr and Union Road
14. New Business
 - A. Utility Plants Tour
15. Supervisor Requests and/or Comments
16. Audience Comments
17. Adjournment - **Next Meeting: January 20, 2023 at 9:30 A.M.**

**PORT OF THE ISLANDS
COMMUNITY IMPROVEMENT DISTRICT**



**SECTION
6A**



Draft Special Meeting Minutes for November 30, 2022

Port of the Islands

Community Improvement District

A special meeting of the Port of the Islands Community Improvement District was held on Friday, November 30, 2022 at 9:30 a.m. at the Orchid Cove Community Center on 25005 Peacock Lane, Naples, Florida 34114 and also via web conference.

Present (or by web conference) and constituting a quorum were:

Steve McNamee – Chair

Dan Truckey – Vice Chair

Russell Kish – Assistant Secretary

Kevin Baird – Assistant Secretary, Elect

Anna-lise Hansen – Assistant Secretary, Elect

Also present (or by web conference) were:

Cal Teague – District Manager, Premier District Management (PDM)

Anthony Pires, Jr. – Attorney, Woodward, Pires & Lombardo, P.A.

Mitch Gilbert – Florida Utility Solutions

Robert Soto – Soto Landscape Maintenance

Residents

The following is a summary of the discussion and actions taken at the Port of the Islands Community Improvement District (CID) Board of Supervisors meeting.

FIRST ORDER OF BUSINESS Call to Order and Roll Call

The Port of the Islands Community Improvement District Special Meeting was called to order and all Board members were present. Also at the meeting were Cal Teague, the District Manager, Tony Pires, the Attorney, Mitch Gilbert of Florida Utility Solutions, Robert Soto of Soto Landscape Maintenance, and Several Residents. Several Residents also participated via web conference.

SECOND ORDER OF BUSINESS

Pledge of Allegiance

THIRD ORDER OF BUSINESS

Oaths of Office for Newly Elected Board Seats 2 and 4

The Oath of Office was administered to Supervisor Steve McNamee for Seat 4 and to Supervisor Dan Truckey for Seat 2, and completed copies of the Oath of Office were returned.

FOURTH ORDER OF BUSINESS

Acceptance of Resignations for Seat 1 and Seat 5 Submitted on 11/09/2022

On MOTION by Supervisor Kish, seconded by Supervisor McNamee, with all in favor, the Board accepted the resignations of Ray Jensen and Michele Holloway for Seats 1 and 5.

FIFTH ORDER OF BUSINESS

Discussion of Filling Vacant Seats 1 and 5

Supervisor McNamee stated that he had received letters of interest from two potential candidates to fill the two vacancies for Board Supervisors. The two candidates, Anna-lise Hansen and Kevin Baird, gave brief presentations on their qualifications for filling the vacancies on the Board.

SIXTH ORDER OF BUSINESS

Appointment to Seats 1 and Seat 5

On MOTION by Supervisor McNamee, seconded by Supervisor Truckey, with all in favor, the Board appointed Kevin Baird for Seat 1.

On MOTION by Supervisor Truckey, seconded by Supervisor Kish, with all in favor, the Board appointed Anna-lise Hansen for Seat 5.

The Oath of Office was administered to Supervisor Kevin Baird and Supervisor Anna-lise Hansen.

Supervisor Baird left the meeting after he was administered the Oath of Office.

SEVENTH ORDER OF BUSINESS

Board Reorganization: Resolution 2023-01

22

On MOTION by Supervisor Truckey, seconded by Supervisor Kish, with all in favor, the Board approved Resolution 2023-01 appointing Supervisor McNamee as Chair and Supervisor Truckey as Vice Chair.

23

Attorney Pires presented a summary of the Sunshine law restrictions and answered questions. The goal of establishing committees and the availability of residents' emails for communication was discussed.

24

EIGHTH ORDER OF BUSINESS

Approval of the Agenda

25

Add 13D and 13E

Move 16B to #10

Move 18B to #9

26

On MOTION by Chair McNamee, seconded by Vice Chair Truckey, with all in favor, the Agenda was approved, as amended.

27

NINTH ORDER OF BUSINESS

New Business

28

18B of New Business had been moved to #9.

29

B. J.C. Sanchez Development Plans on 289 Cays

30

J.C. Sanchez was not present for discussion on the development plans, and staff will contact Mr. Sanchez to reschedule.

31

TENTH ORDER OF BUSINESS

Attorney Report

32

16B of the Attorney Report had been moved to #10.

33

B. Parcel 13 Planned Unit Development (PUD) Rezone

34

The revisions to the rezoning application for Parcel 13 had been submitted to the Board, and Attorney Francesca Passidomo and Attorney Pires presented a summary with suggested changes, and they were discussed.

On MOTION by Chair McNamee, seconded by Supervisor Kish, with all in favor, the Board approved the submittal of the revisions to the application for the PUD rezoning of Parcel 13.

ELEVENTH ORDER OF BUSINESS

Audience Comments on Agenda Items

There were no Audience comments on Agenda items.

TWELFTH ORDER OF BUSINESS

Approval of Meeting Minutes

A. Draft Regular Meeting Minutes for October 21, 2022

On MOTION by Vice Chair Truckey, seconded by Supervisor Hansen, with all in favor, the Board approved the Draft Regular Meeting Minutes for October 21, 2022, as submitted.

THIRTEENTH ORDER OF BUSINESS

Utility Operations

A. Monthly Operations Report

Mitch Gilbert reviewed his report and the following items were discussed:

The generator that did not function well during the hurricane, and the availability and function of other generators was discussed. District Manager Teague stated that generator addition or replacement can be submitted to FEMA as part of the recovery.

Mitch stated that he had ordered the telemetry for a backup alarm system that had been requested, which will make communication between the lift stations available and provide alarms when they malfunction, shutting off the other lift stations to avoid backups in the system.

He stated that a floating aerator at the sewage plant was no longer functioning and will be repaired or replaced.

Supervisor Kish had asked Mitch about the lights that are out at the plant, and Mitch stated that they collect bugs, but the cameras have visual at night.

Supervisor Kish had also asked about the ditches that are full of water, and Mitch stated that this was due to auto flushing. He had raised the chlorine injection to 3.0 because of a low

chlorine complaint, and the increase of chlorine requires flushing. The DEP was asked to inspect the chlorine levels, and they found that there are no issues.

49 Supervisor Kish stated that revenue is down \$10, 000, and the effects of increased electricity costs and the costs of running the meters was discussed. District Manager Teague stated that the revenue will rise when the assessments start coming in.

50 The Board asked residents to contact Mitch directly when there is an issue, rather than anyone else, which could save money, if the engineer is uninvolved.

51 To shorten the meetings, Chair McNamee suggested that Mitch not attend every meeting, but he could have a committee work with him on any concerns.

52 **FOURTEENTH ORDER OF Landscape Maintenance** **BUSINESS**

53 Robert Soto reviewed his report and the following was discussed:

54 **A. Monthly Report**

55 Robert stated that they will be installing mulch in the community on schedule, and they are cutting the wellfield now and mulch will be installed in January.

56 They have cleaned up all the landscape debris and the debris on CID property, which resulted from the hurricane.

57 Robert reported that there is still sod that needs to be installed on Hwy 41.

58 The Board appointed Supervisor Baird to be the liaison with Robert, and Robert will only attend meetings when there is a significant issue.

59 **FIFTEENTH ORDER OF Engineer Report** **BUSINESS**

60 District Manager Teague presented a summary on Engineer Schmitt's activities for the Board's information, and the following was discussed:

61 A report on the damaged curb inlet at 168 Cays Drive was provided, and corrective action will continue to be pursued by staff. Chair McNamee stated that he will speak with the homeowner.

62 The contractor will repair the damaged sidewalks at 174 Sunset Cay.

63 The issue at 148 Venus Cay will be repaired by the contractor after the house is completed.

64 The project at 125 Newport Drive will proceed as expected. It was reported that the stop sign is down at this location.

65 Chair McNamee asked what the field manager's responsibilities are, and District Manager Teague explained Field Manager Pepin's monthly inspections and his identification of

maintenance issues.

A. Swale Issues

It was stated by Chair McNamee that a committee will be established for swale issues.

i. 162/163 Sunset Cay Permit Update

Gary McKinney stated that he and Mr. Mess had been approached by code enforcement, and since he believes that the current system is functioning well, he wondered if the requested reparations need to be done. He spoke with the County and they stated that they are happy with the system as it is. The Board requested that code enforcement be stopped. District Manager Teague commented that this can be done, but he recommends that comments by Mr. McKinney regarding County comments be verified. District Manager Teague also commented that there be an easement use agreement in place. The Board decided to table this until the next meeting when input from the County Engineer could be available.

ii. 159 Windward Cay Update

Engineer Schmitt had sent the Board a report on the swale adjustments. There was no action taken at the meeting.

B. Stella Maris Lift Station Repair Strategy

District Manager Teague reviewed the lift stations report prepared by Engineer Marshall, and Mitch explained how the software upgrade will allow the District to avoid sewer backups. Engineer Marshall identified two options, with one being the software upgrade, and the other being the purchase and installation of fixed generators at the two main lift stations, which the Board thought was a good idea.

C. 41 Bridge Hanging Water Pipes Painting

Engineer Marshall had submitted a report that recommended addressing the main needs of the hanging utility pipes. He stated that Restoration and Protective Solutions gave an estimate of \$150,000 to clean and repaint the pipes. Replacing the pipes was discussed, and the Board would like estimates for this project.

D. Water Quality Suggestions

Engineer Marshall also submitted a report addressing water quality as a response to a chlorine residual complaint that had been received. He recommended looping four dead end mains and installing two auto flush hydrants.

E. Easement Adjustments

David is working on the easement adjustments, and this will be discussed at the next meeting

SIXTEENTH ORDER OF BUSINESS

Field Manager Report

A. Current Field Report

District Manager Teague reviewed Field Manager Pepin's report, and the following items in the report were discussed:

Chris reported that the littorals around some lakes were destroyed as a result of the hurricane, and the torpedo grass needs to be treated.

He is obtaining proposals on repairing the potholes.

B. Follow-ups

i. Aerator Installation Update

Chris reported that the installation of the aerators is in progress, but he is waiting on the electrician.

ii. New Fence Screens for Peacock Lift Station

The fence screens have been installed.

SEVENTEENTH ORDER OF BUSINESS

District Manager Report

A. Monthly Financial Report for September and October 2022

District Manager Teague reviewed the Financials. He stated that there was \$4,826,102 available at the end of the 2022 Fiscal Year.

The necessity of a separate water and sewer fund and O & M fund was discussed. The Board agreed to have the legal and engineering charges made specifically to each fund where the expense was incurred, so there is more detail. Attorney Pires stated that he can do so, and he believes that Engineer Schmitt can do this also.

After discussion, the Board decided to pay off the recently obtained loan immediately.

On MOTION by Chair McNamee, seconded by Vice Chair Truckey, with all in favor, the Board approved the immediate repayment of the \$1 million loan.

On MOTION by Chair McNamee, seconded by Vice Chair Truckey, with all in favor, the Board accepted the Financials for September and October 2022.

B. Fiscal Year 2022 Budget Amendment Resolution 2023-02

98 | District Manager Teague presented several amendments to the Fiscal Year 2022 Budget to identify the receipt of the loan and any proceeds from the sale of Parcel 13.

99 | **On MOTION by Supervisor Kish, seconded by Chair McNamee, with all in favor, the Board approved Resolution 2023-02 for a Fiscal Year 2022 Budget Amendment.**

100 | After discussion, the Board agreed to post the monthly Agenda on the website before the meeting.

101 | **On MOTION by Chair McNamee, seconded by Vice Chair Truckey, with all in favor, the Board approved posting the monthly Agenda on the website.**

102 | **C. Fiscal Year 2023 Budget Amendment Resolution 2023-03**

103 | The Board decided to address this at a future meeting.

104 | **D. Hurricane Ian Damages Update**

105 | District Manager Teague stated that they are waiting for Lykins to replace the missing roadway name signs, but all debris and immediate damages in residential areas have been addressed. Other issues are major and estimates are being obtained.

106 | **E. FEMA Reimbursement**

107 | District Manager Teague explained the expenses that will be accrued when submitting claims to FEMA. There was a preliminary meeting with FEMA on November 18th, and an in-detail in person meeting is scheduled for January 13, 2023. He also stated that, due to the effort required, he would need to charge the District, but he felt that they could keep it within the 5% allowance that FEMA provides.

108 | **On MOTION by Chair McNamee, seconded by Vice Chair Truckey, with all in favor, the Board approved \$65 per hour for staff submission of claims to FEMA, and \$300 per hour for a consultant, when needed.**

109 | **F. Investment CD Rates at QPD**

110 | Supervisor Kish had asked for this and it was included in the packet. It illustrated that there is around 2.5 to 4.5% for CD's in various time frames, but any CD's would require their acquisition through a qualified public depository (QPD), and the CID was currently getting 2.75% with no penalties for their use, as there are with CD's.

111 | **EIGHTEENTH ORDER OF** **Attorney Report**
BUSINESS

112 | **A. Lawsuits Update**

113 | Attorney Urbancic did not want to provide updates at a public meeting, so he requested that the Board set up a closed door session. It was agreed to set a closed session from 8:15 to 9:15 p.m. for him to update the Board on these lawsuits.

114 | **B. Parcel 13 Planned Unit Development (PUD) Rezone**

115 | **Moved to #10.**

116 | **NINETEENTH ORDER OF** **Old Business**
BUSINESS

117 | There was no Old Business.

118 | **TWENTIETH ORDER OF** **New Business**
BUSINESS

119 | **A. Proposal: Asphalt Repairs on Newport Dr. and Union Road**

120 | The Board decided to table this.

121 | **B. J.C Sanchez Development Plans on 289 Cays**

122 | **This was moved to #9.**

123 | **TWENTY FIRST ORDER OF** **Supervisor Requests and/or**
BUSINESS **Comments**

124 | Vice Chair Truckey would like to schedule a tour of the water plants with a couple of Board members. Attorney Pires pointed out that the Sunshine laws do not allow Board members to do fact finding, but that it was acceptable to do it individually.

125 | Vice Chair Truckey and Supervisor Hansen would like a copy of their insurance, which District Manager Teague will obtain for them.

126 | The Board asked if they could have more input when the bills are paid. District Manager Teague explained the checks and balances that exist for bill payment.

127 | **TWENTY SECOND ORDER** **Audience Comments**
OF BUSINESS

- 128 Kathryn Kehlmeier suggested that Mitch sponsor a social tour of the water plants again, which Vice Chair Truckey had previously suggested.
- 129 Caryl William would like accountability for the charges from various staff, and other residents commented on the handling of finances.
- 130 Frank Lee commented that the same engineering company has been used for approximately 25 years, and he suggested that the Board obtain bids from other engineering firms. Asking the current firm and other engineering firms for RFQ's was also discussed. It was discussed that the Board obtain a proposal from Engineer Schmitt before a project begins.
- 131
- On MOTION by Vice Chair Truckey, seconded by Supervisor Hansen, with all in favor, the Board approved obtaining RFQ's from engineering firms, including Hole Montes, Inc.**
- 132 Ernie Peterson commented on the charges incurred for various Board activities.
- 133 Karen Reed commented on how to differentiate between the requirements of the County and the CID, including those for driveways, for example. She discussed her driveway issue.
- 134 Linda Fernandez asked about the status of the lawsuits. She also asked where the Board members live and was concerned that all areas of the community may not be represented.
- 135 Gwen Dion commented on the confusion of the CID fees from the HOA's responsibilities.
- 136 David Moulder commented on reactivating a Master HOA for the community.

137 **TWENTY THIRD ORDER OF Adjournment**
BUSINESS

- 138
- On MOTION by Chair McNamee, seconded by Vice Chair Truckey, with all in favor, the Board agreed to adjourn the meeting at 1:26 p.m.**

- 139 **The Next Regular Meeting will be on December 16, 2022 at 9:30 a.m.**
- 140

Secretary/Assistant Secretary

Chair/Vice Chair

**PORT OF THE ISLANDS
COMMUNITY IMPROVEMENT DISTRICT**



**SECTION
7A**



*Florida Utility
Solutions*

PORT OF THE ISLANDS CID

NOVEMBER 2022 MONTHLY PLANT OPERATIONS REPORT

DEC. 16TH, 2022 BOARD MEETING



Wastewater Plant

**Received and treated
2.7 million gallons in
November**

Water Plant

**Produced and
distributed 2.7 million
gallons in November**

REUSE

**Distributed 7.7 million
gallons in November**

FLORIDA UTILITY SOLUTIONS

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

239-435-0951

www.floridautilitysolutions.com

Summary

Operations at the facilities throughout the month were in accordance with contract and regulatory requirements.

Items Requiring Approval

We would ask your consideration and approval of the following:

Request	Impact	Est. Cost
Upgrades to Fire Pump Station	New panel and installation	TBD
Upgrade panels for lift station 4 & 6		TBD

Operations

- **Compliance**

All Wastewater Plant requirements were met.

All Water distribution requirements were met.

- **Reuse Pump Station Status:**

Reuse Pump System functioning properly for outgoing pressure at plant.

Station on canal operating on 2 pumps and not communicating.

- **Performance metrics:**

Wastewater Treatment Plant

- 2.7 million gals. of wastewater received and treated in November

Water Treatment

- Produced and distributed 2.7 million gallons in November

Reuse

- Distributed 7.7 million gallons in November

Performance Metrics	Current Month October 2022	Prior Month October 2022
Wastewater treated	2,699,027	2,390,055
Sludge disposed - gallons	0	0
Reclaimed Water Pumped	7,681,680	7,550,992
Odor Complaints	0	1
Number of line breaks	1	1
Auto Flushers Flushed	9	9
Meters Read	0	839
Meters Re-read	2	0
Consumables	Current Month	Prior Month
Chlorine Usage	900	700
Water Usage Complaints	2	4

Maintenance and Repair

Preventive Maintenance

- Inspected all pump stations weekly
- Odor control weekly checks performed

Additional Maintenance

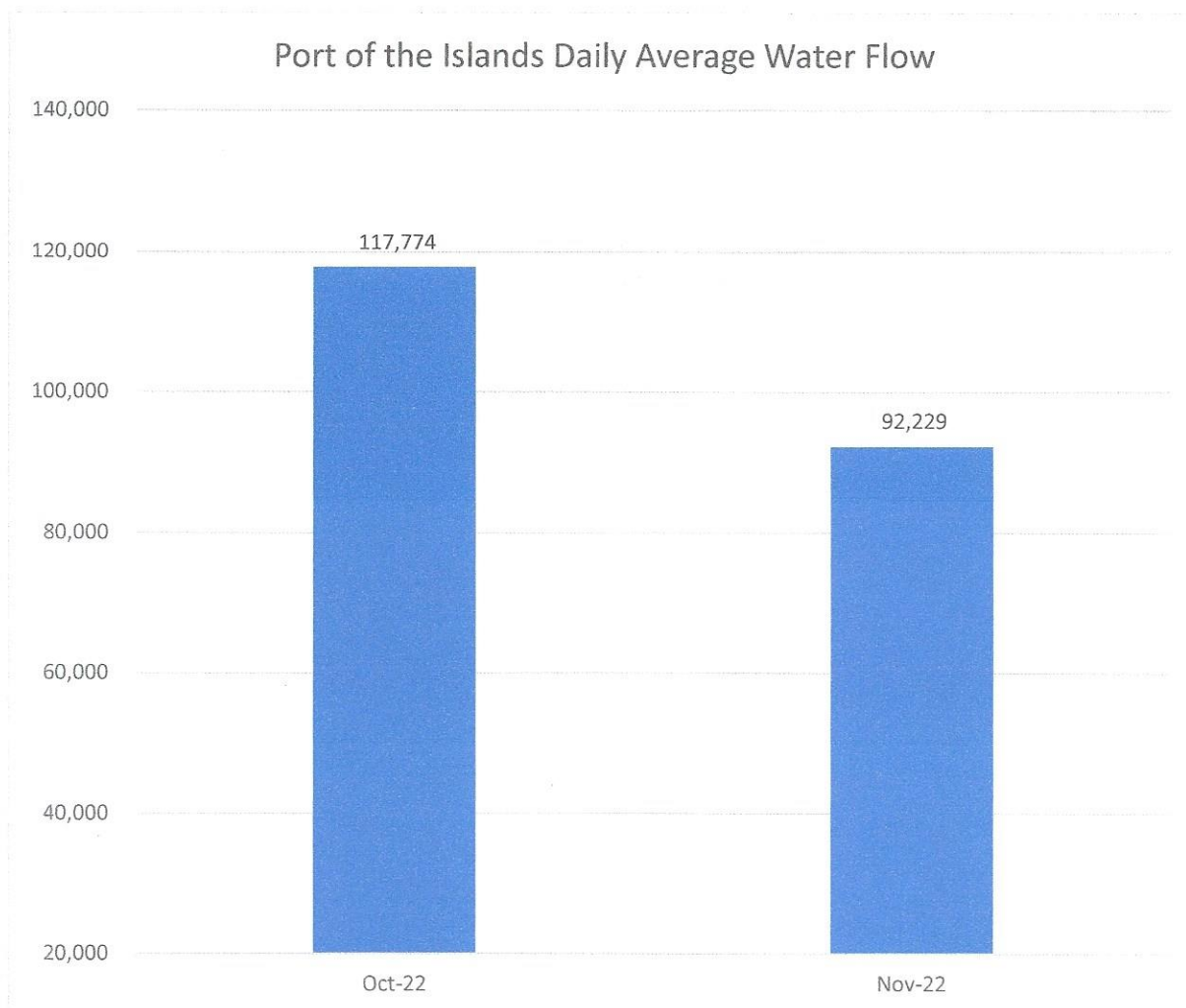
- Floating aerator at WWTP pulled and sent in for repair. Waiting for completion.
- Canal Station- starter on generator – Repaired.
- #3 calcite tank failed
- Plant needs TDS continuous analyzer per DEP
- Cays Drive master station needs well coating per DEP
- WWTP blower #1 failed.
- Ground water exceedance in monitoring well – Omar Rodriguez
- Permit Renewal
- Capacity Analysis Report required by the DEP

Health & Safety

- Zero LTIs and OSHA recordable incidents occurred during the month
- Safety training includes daily tailgate talks concerning daily events –confined space, lightning safety, seatbelts, housekeeping, and other safety related concerns

Hurricane Ian

- Well field generator failed. Estimate for new one will be presented at the board meeting.

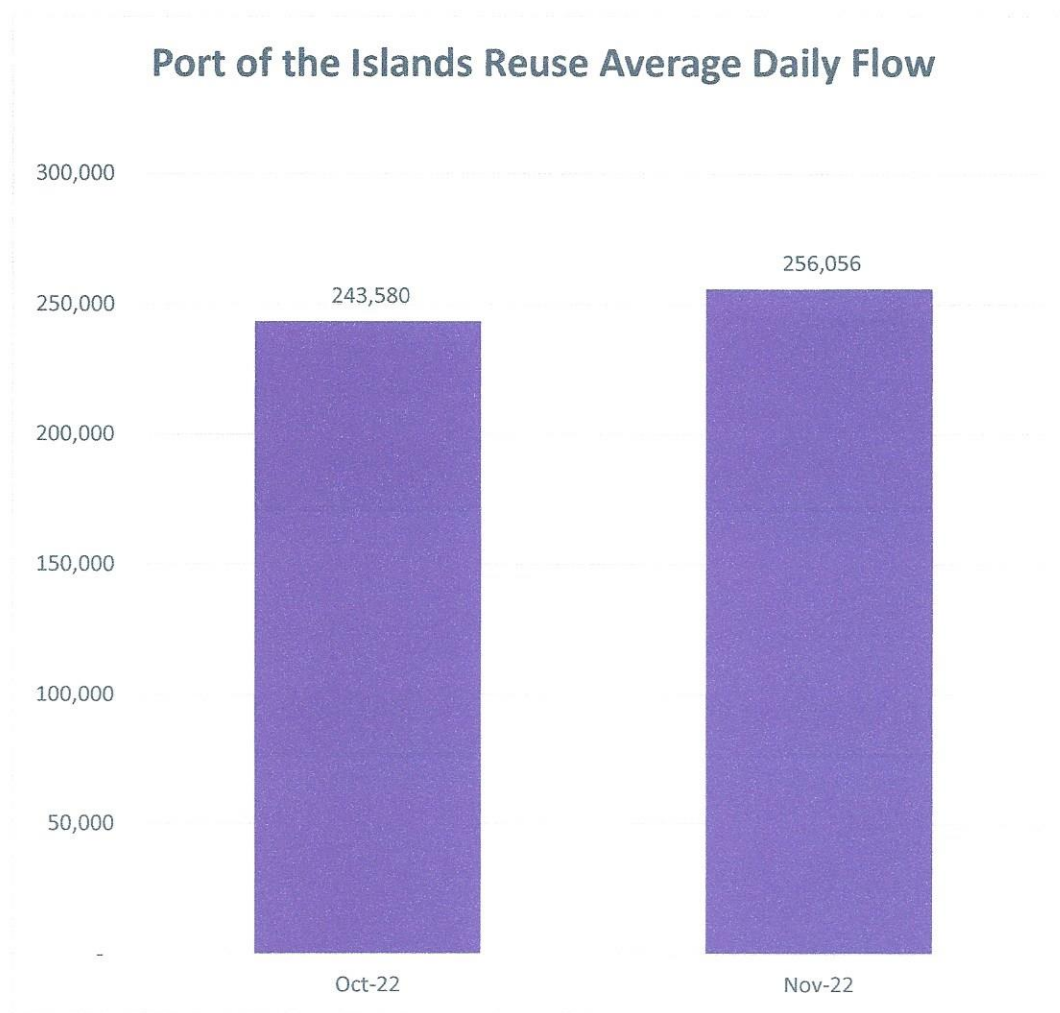


Port of the Islands Drinking Water Monthly Flow Average

Port of the Islands Wastewater Average Daily Flow



Port of the Islands Wastewater Monthly Flow Average



Port of the Islands Reuse Monthly Flow Average

**PORT OF THE ISLANDS
COMMUNITY IMPROVEMENT DISTRICT**



**SECTION
9B**

PORT OF THE ISLANDS COMMUNITY IMPROVEMENT DISTRICT

WORK AUTHORIZATION NO. 2023-01

DATE: December 5, 2022

This Work Authorization is for professional services for work known as:

Project Name: Port of the Islands Board Meeting/On Call Services

Engineer Code: 1990.154

The work is specified in the proposal dated December 5, 2022 which is attached hereto and made a part of this Work Authorization. In accordance with Terms and Conditions of the Master Agreement dated April 15, 2022, this Work Authorization is assigned to: **Hole Montes, Inc.**

Scope of Work: As detailed in the attached proposal and the following:

1. Prepare for and attend regularly scheduled monthly District Board meetings. Attendance at continued or special called Board meetings shall be compensated as an additional service and cost.
2. Provide general consultation as requested by the Board Chairman and/or District Manager.

Schedule of Work: This is ongoing work with no set schedule. The Engineer agrees that any Work Authorization that extends beyond the expiration date of Master Agreement will survive and remain subject to the terms and conditions of the Agreement until the completion or termination of this Work Authorization.

Compensation: In accordance with the Agreement referenced above, the District will compensate the Firm in accordance with following method(s): ☐ Negotiated Lump Sum (NLS) ☐ Lump Sum Plus Reimbursable Costs (LS+RC) ☒ Time & Material (T&M) ☐ Cost Plus Fixed Fee (CPFF), as provided in the attached proposal.

These services shall not exceed \$2,200.00 a month without specific authorization of the Board or District Manager. These services shall be provided on a time and material basis in accordance with the Master Agreement.

Authorization

Port of the Islands Community Improvement District

Attest:

By:

Assistant Secretary

Chair

Date

Hole Montes, Inc.
A Florida Corporation

By: 

Name: DAVID W. SCHMITT

Title: VICE PRESIDENT

Date: 12/5/2022

Exhibit A: Proposal dated 12/5/2022



950 Encore Way · Naples, Florida 34110 · Phone 239.254.2000 · Fax: 239.254.2099

December 5, 2022

Port of the Islands Community Improvement District
c/o Calvin Teague
Premier District Management
3820 Colonial Boulevard, Suite 101
Fort Myers FL 33966

RE: PORT OF THE ISLANDS CID BOARD MEETINGS/ON CALL SERVICES
WORK AUTHORIZATION NO. 2023-01
HM File No. 1990.154

Dear Mr. Teague:

We are pleased to submit this proposal for Board Meeting/On Call Engineering Services for the Port of the Islands Community Improvement District (CID). These services will generally be related to the following.

1. Preparation and attendance at regularly scheduled monthly CID meetings as requested by the Board and District Manager. Attendance at continued or special called Board meetings shall be compensated as an additional service and cost.
2. General consultation as requested by Board Chairman and/or District Manager. This shall generally include telephone consultation, general research, and site visits. Those consultations requiring greater engineering services and effort shall be completed under a separate work authorization.

These services shall not exceed \$2,200.00 a month without specific authorization of the Board. These services shall be provided on a time and material basis in accordance with the Master Agreement. On individual assignments, separate work authorization with a specific scope of services and fees shall be provided by the District Engineer for Board approval.

If you have any questions, please contact me.

Sincerely,

HOLEMONTES, INC.

David W. Schmitt, P.E.
Vice President

DWS:dlh



950 Encore Way · Naples, Florida 34110 · Phone 239.254.2000 · Fax: 239.254.2099

December 5, 2022

Port of the Islands Community Improvement District
c/o Calvin Teague
Premier District Management
3820 Colonial Boulevard, Suite 101
Fort Myers FL 33966

RE: PORT OF THE ISLANDS PARCEL 13
UTILITY RELOCATION PLAN REVIEW
WORK AUTHORIZATION NO. 2023-02
HM File No. 1990.154

Dear Mr. Teague:

We are pleased to submit this proposal for the review of the Parcel 13 Utility Relocation Plan.

1. Review plan set submitted by the Parcel 13 developer's Engineer of Record, dated October 2022, and provide written comments. These plans will be utilized by the developer to obtain the necessary permits for relocation of the CID water main, wastewater force main, and fire-irrigation main in the Union Road area. NOTE: The CID will be the applicant in securing the necessary Collier County and FDEP permits.
2. Attend review meeting with the developer's Engineer of Record.
3. Provide review of revised plans as necessary.

These services shall not exceed \$1,500.00 without specific authorization of the Board. These services shall be provided on a time and material basis in accordance with the Master Agreement.

If you have any questions, please contact me.

Sincerely,


HOLE MONTES, INC.

David W. Schmitt, P.E.
Vice President

DWS:dlh

PORT OF THE ISLANDS COMMUNITY IMPROVEMENT DISTRICT

WORK AUTHORIZATION NO. 2023-02

DATE: December 5, 2022

This Work Authorization is for professional services for work known as:

Project Name: Parcel 13 Utility Relocation Plan Review

Engineer Code: 1990.154

The work is specified in the proposal dated December 5, 2022 which is attached hereto and made a part of this Work Authorization. In accordance with Terms and Conditions of the Master Agreement dated April 15, 2022, this Work Authorization is assigned to: **Hole Montes, Inc.**

Scope of Work: As detailed in the attached proposal and the following:

1. Review of Parcel 13 Utility Relocation Plans, provide written comments, attending plan review meeting with developer's engineer and review revised plans if necessary.

Schedule of Work: Complete work within 60 days from the date of authorization. The Engineer agrees that any Work Authorization that extends beyond the expiration date of Master Agreement will survive and remain subject to the terms and conditions of the Agreement until the completion or termination of this Work Authorization.

Compensation: In accordance with the Agreement referenced above, the District will compensate the Firm in accordance with following method(s): ☐ Negotiated Lump Sum (NLS) ☐ Lump Sum Plus Reimbursable Costs (LS+RC) ☒ Time & Material (T&M) ☐ Cost Plus Fixed Fee (CPFF), as provided in the attached proposal.

These services shall not exceed \$1,500.00 without specific authorization of the Board or District Manager. These services shall be provided on a time and material basis in accordance with the Master Agreement.

Authorization

Port of the Islands Community Improvement District

Attest:

By:

Assistant Secretary

Chair

Date

Hole Montes, Inc.

A Florida Corporation

By: 

Name: DAVID H. SCHMITT

Title: VICE PRESIDENT

Date: December 5, 2022

Exhibit A: Proposal dated December 5, 2022

**PORT OF THE ISLANDS
COMMUNITY IMPROVEMENT DISTRICT**



**SECTION
9Bii**

From: David Schmitt <DavidSchmitt@hmeng.com>
Sent on: Wednesday, December 7, 2022 12:58:42 PM
To: Cal Teague <CTeague@cddmanagement.com>
CC: Christopher Dudak <cdudak@cddmanagement.com>; Debra Hogue <DebraHogue@hmeng.com>
Subject: Port of Islands Cays Drainage Phase 1 Current Status

The Phase 1 Plans are about 75% complete. Plan development put on hold for potential actions at Sunset Cay cul du sac. The Phase 1 work was to be limited to re-establishing the swales from the roadside outfalls (mid-block and end of cul-du sac) to rear swales. Minimal work only at the rear yard swales for outfalls. A bid alternate was discussed to include closed drainage pipe from road to rear yard location with a "bubble up" box to assist in drainage. A catch basin would be installed behind the sidewalk with a clear opening under the sidewalk to allow flow to the open swale and the bid alternate closed drainage. Note that the mid-block drainage on Sunset is already closed (this is where there is the drainage easement issue).

Need direction from Board on following.

1. Does the existing drainage configuration remain at the end of Sunset Cay cul du sac?
2. Does Board wish to do the bid alternate in conjunction with the re-establishment of the remaining open swale locations?
3. Any other improvements?

Upon final direction , we can complete the plans, develop a Bid Document and solicit prices from contractors

David W. Schmitt

Senior Project Manager

Hole Montes, Inc.

950 Encore Way

Naples, Florida 34110

239.254.2000 (Naples)

239.985.1200 (Fort Myers)

239.451.9151 (Cell)



**PORT OF THE ISLANDS
COMMUNITY IMPROVEMENT DISTRICT**



**SECTION
10A**



PORT OF THE ISLANDS CID

FIELD MANAGEMENT REPORT FOR DECEMBER 2022

Port of the Islands CID

Community Field Services – Field Management Report

Site Inspection on 11/29/22

1. Lake Management:

- a. **Lake Maintenance:** The retention ponds remain in fair condition this month. Torpedo grass is moderately present in the three retention ponds, water levels are average for this time of year and no algae was present. Turbidity (cloudiness / murkiness) remains high throughout all the ponds. Additional pond management details are below.
- b. **Littoral Plants:** Multiple littorals within the 3rd retention pond on Cays Drive have died off. This was mentioned to EarthGuard last month and Bob believes that salt infiltration caused this to occur, but he hopes the plants will rebound nicely. We will continue to monitor them.
- c. **Shoreline Weeds:**
 - i. Torpedo grass (moderate presence) was observed on all three retention ponds. EarthGuard is aware of this as they have been killing off the grasses selectively to reduce the risk of damaging the duck potato and pickerel weed.

Treated & Non-Treated



- d. **Submerged Weeds:** No concerns observed.
- e. **Algae:** No concerns observed this month.
- f. **Fish:** No concerns observed.
- g. **Trash:** Multiple pieces of trash were observed floating in the ponds this month. We will have them removed.
- h. **Shoreline Landscaping:** No concerns observed.

- i. **Lake Bank Erosion:** No concerns observed this month.
- j. **Pond Aeration Installation Update:** The electrician has put in a ticket to have the underground utilities flagged this week. Once this task is completed, they will begin running the conduit.

2. Roadways:

- a. **Asphalt:** The alligatoring appears to be getting worst on the exit side of Newport Drive adjacent to center monument. The Board may want to have this area repaired the next time D&G is onsite.



- b. **Potholes:** While our technicians were onsite straightening the signposts last month, they started filling in the new potholes on Union Road just prior to where the asphalt turns to dirt with sakcrete. We will need to schedule another day for them to return to finish this task as there are still multiple holes that need to be filled.

Concrete Filled Holes along Union Road



- c. **Street Signage:** Post Hurricane Ian Sign Repairs include:
 - i. Ordered new Street Name blades for: Swan Way, Peacock Lane and Cays Drive for on top of Sunset Cay. Signs will be installed by Lykins Signtek. **Update:** Signs have been ordered and are currently in the production line.
 - ii. Other street sign repairs that will be completed by our technicians later this month include:

1. Install new u-channel post with stop sign and roadway name blades at Morning Star & Newport Drive. **Update:** New signpost was installed but the old brackets for the name blades are rusted out and need to be replaced. We will be ordering new brackets.
2. Stop sign on Newport Drive needs to be straightened. **Completed.**
3. The Union Road & Swan Way post needs to be straightened. **Completed but the blade brackets are bent and need to be replaced. We will be ordering new brackets.**
4. A crosswalk sign on Peacock Lane along with a couple of others need to be straightened. **Completed.**
5. The Sunset Cay post needs to be straightened. **Completed.**
6. The stop sign post leaning on the condo building on Stelle Maris North near the cul-de-sac entrance will be removed and placed in storage. **Completed.**
7. The stop signs facing the plant will be removed as they are not needed. **To be completed when time allows.**

Morning Star Cay



Swan Way Bent Sign Bracket



d. Curbing / Storm Water Gutters: No concerns were observed this month.

e. Roadway Landscaping:

- i. The dead firebush along 41 remain present. Soto has agreed to replace the dead plants last month. It has been almost a year since these plants died off. Soto should give the CDD a refund on these plants if they do not plan on replacing them.

Missing Firebush



- ii. Palm trees within the 41 median will need to be pruned soon by Soto. Seed pods were observed on several palms.

f. **Roadway Lighting:** We are aware that several streetlights on Peacock Lane have not been functioning since the hurricane and we are just waiting for LCEC to accept service calls for them. When we can put in the service request, we will also inquire about having these light fixtures swapped over to LED.

g. **Pavers:** No new concerns observed this month.

3. Sidewalks:

- a. No new concerns observed this month.
- b. Four sidewalk panels remain damaged next to 174 Sunset Cay. Equipment was previously on the lot which most likely caused the panels to crack.
- c. The builder that is constructing all the new homes needs to replace the sidewalks at the following locations:
 - i. 148 Venus Cay – Multiple panels damaged.

4. Storm Drainage System:

a. Catch Basins:

- i. No new concerns observed this month.
- ii. The catch basin on the west end of 41 remains partially filled with silt and should be cleaned out the next time the basin is dry.

b. Water Control Structures (WCS):

- i. **Sunset Cay:** No concerns observed this month.
- ii. **Venus Cay:** Vegetation around the structure needs to be trimmed back.
- iii. **Windward Cay:** Vegetation around the structure needs to be trimmed back. There is also a mangrove root that is growing in front of the discharge flap which is causing it not to open any further. We will cut the root back. Picture on the following page.
- iv. **Wilderness Cay:** Vegetation around the structure needs to be trimmed back. Standing water was also observed around the structure. Picture on the following page.

Root Pushing on Flapper**Standing Water at Structure**

v. **Water Plant:** No concerns observed this month.

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

c. **Flumes:** Minimal silt was observed building up in the roadway flumes on Windward Cay & Wilderness Cay. We will schedule to have it removed.

d. **Gutters:** No new concerns observed this month.

e. **Culverts:**

i. Multiple culverts along Newport Drive still have standing water in them. Once the structures dry out, we will inspect them and have any silt at the inlets removed.

ii. The culvert inlet on the east side of 41 between Cays Drive and Union Road is 75% filled with silt. We will have the inlet cleaned out.



f. **Headwalls:** No new concerns observed this month.

g. **Drain Pipes:** No new concerns observed this month.

h. **Drainage Swales / Banks:** The following issues were observed this month.

i. New Construction: The drainage swale behind 148 Venus Cay remains partially regraded.

- ii. 125 Morning Star Cay Update: Silt barrier is still down, and silt remains present in the drainage swale.
- iii. The homeowner at 141 Wilderness Cay has placed a pile of retaining wall blocks on the drainage berm. They are not impacting the flow way.

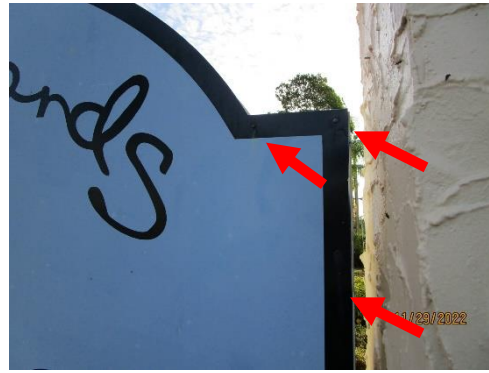


- i. **Dry Detention Ponds:** The large dry detention ponds at the water plant are drying out and should be cut and removed by Soto asap. Soto needs to make this a top priority as the vegetation has been growing in them for the past 2 years. The ponds should also be looked at to confirm that they are still at the planned elevations and the inter-connect pipes should be cleaned out. The CID currently pays \$212.50 per month to have these areas mowed three time a year. I recommend removing this service charge from the monthly invoices and have Soto invoice it when the task is completed. Currently there are willow trees, cattails and primrose willow growing in the pond between the plant and Union Road.

Excess Vegetation within the Dry Detention Ponds



- 5. **Front Entrance Monuments:** The following issues were observed this month.
 - a. **Newport Drive Main Monument:** During our post-hurricane inspection we found a section of the entrance sign no longer secure to the monument. **Update:** The sign has been resecured by our technicians. Pictures on the following page.



- b. Newport Entrance Side Monuments:** No new concerns observed.
- c. Newport Landscape Lights:** The timers were checked and adjusted.
- d. Flagpole:** No concerns observed.
- e. Newport Entrance Landscaping:**
 - i.** Several of the plants within the landscape beds are dying off. Soto needs to check them out to see what is going on. Weeds within the plant beds also need to be removed.
 - ii.** Coconut palms could also be pruned soon.



- f. Cays Drive Entrance:**
 - i.** Landscaping Lights: The timers were checked and adjusted.
 - ii.** Weeds within the plant beds & median landscaping need to be treated.
 - iii.** Brazilian pepper was observed growing in the landscape median adjacent to 275 Cays Drive. Soto should have the exotic plant removed.
- g. Union Road:**
 - i.** Entrance Sign: No concerns observed.

ii. Landscaping:

1. Weeds within the plant beds need to be treated.
2. The canary island date palms need to be pruned.

iii. Landscaping Lights: No concerns observed.

6. Irrigation System:

- a. One of the irrigation valve boxes at the entrance to Union Road (exit side) is still missing its lid and needs to be replaced by Soto.

7. Airplane Club – CID Land: Area has been completely cleared out.

8. Mosquito Spraying: Kish Pest Solutions has sprayed for mosquitos on the following 2022 dates. November treatment dates have not been received yet.

App #	Date		App #	Date		App #	Date		App #	Date
1	3/14/2022		25	6/21/2022		49	9/13/2022			
2	3/16/2022		26	6/24/2022		50	9/16/2022			
3	3/18/2022		27	6/28/2022		51	9/19/2022			
4	3/21/2022		28	7/1/2022		52	9/23/2022			
5	3/23/2022		29	7/5/2022		53	10/3/2022			
6	3/25/2022		30	7/8/2022		54	10/6/2022			
7	3/30/2022		31	7/11/2022		55	10/8/2022			
8	4/6/2022		32	7/15/2022		56	10/10/2022			
9	4/13/2022		33	7/20/2022		57	10/13/2022			
10	4/20/2022		34	7/23/2022		58	10/17/2022			
11	4/27/2022		35	7/27/2022		59	10/19/2022			
12	5/3/2022		36	7/30/2022		60	10/21/2022			
13	5/6/2022		37	8/2/2022		61	10/24/2022			
14	5/10/2022		38	8/5/2022		62	10/26/2022			
15	5/13/2022		39	8/9/2022		63	10/28/2022			
16	5/17/2022		40	8/12/2022		64	10/31/2022			
17	5/20/2022		41	8/16/2022						
18	5/24/2022		42	8/19/2022						
19	5/27/2022		43	8/23/2022						
20	6/3/2022		44	8/26/2022						
21	6/7/2022		45	8/29/2022						
22	6/10/2022		46	9/1/2022						
23	6/14/2022		47	9/5/2022						
24	6/17/2022		48	9/9/2022						

9. Residential Complaints / Concerns: No new concerns reported to us 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 checked="" type="checkbox"/> Herons	<input type="checkbox"/> Coots	<input type="checkbox"/> Gallinules
<input checked="" type="checkbox"/> Anhinga	<input checked="" type="checkbox"/> Cormorant	<input type="checkbox"/> Osprey	<input checked="" type="checkbox"/> Ibis
<input type="checkbox"/> Woodstork	<input type="checkbox"/> Otter	<input checked="" type="checkbox"/> 1 Alligator	<input type="checkbox"/> Snakes
<input checked="" type="checkbox"/> Turtles	<input checked="" type="checkbox"/> Other Species: <u>Ducks</u>		

11. Non-CID Issues Observed: No issues observed this month.

12. CID Project Updates:

- a. **Aerator Installation Project:** The electrician put in a ticket to have the underground utilities flagged this week. Once this task is completed, they will begin running conduit.

13. Water Treatment Plant:

- a. **Fire Hydrants:** The fire hydrant at 156 Venus Cay remains faded white and should be painted purple to show that it uses reclaimed water.
- b. **Meter Boxes / Valves:** No concerns observed this month.
- c. **Missing Valve Box Covers at:** None found.
- d. **Wells:**
 - i. Vegetation remains heavily encroaching into the roadway making it difficult to access the well pumps. The vegetation needs to be cut back as soon as possible by Soto. If no maintenance is conducted to the well road this year a credit should be given to the CID from Soto. The CID pays 128.75 a month for well road maintenance. I recommend removing this service charge from the monthly invoices and have Soto invoice it when the task is completed. **Soto reported last month that they will be cutting back the vegetation along the roadway in November.**
 - ii. The well road has two locations where the water was flowing over the roadway which caused depressions to form. Additional rip rap needs to be brought in to restore these areas prior to the next rainy season.



- e. **Line Breaks / System Concerns:** No concerns observed this month.
- f. **Boil Water Notices:** None to report.
- g. **Water Plant Perimeter Landscaping:** No concerns observed this month.
- h. **Water Plant Perimeter Fence:** No concerns observed this month.
- i. **Lift Stations:**
 - i. There is an exotic earleaf acacia tree leaning over the lift station near the Cays Drive entrance. If the tree branch was to snap, it would potentially damage the electrical components for the lift station. The tree should be cut down and removed.



- ii. The fence screen for the lift station on Peacock Lane has torn to shreds and needs to be replaced. **Update:** New fence screens have been installed.

Before & After



- j. **Container Storage Unit:** No concerns observed this month.
- k. **Pump Station @ Everglades Park:** No concerns observed this month.

14. Soto's Approved Proposals:

- a. Washout Repair behind 159 Windward Cay Update: The District Engineer confirmed that the final grade needs to be lowered. This information has been passed over to Soto and they are going to look into it. As of this inspection no changes have been made to the to the final grade.



15. Maintenance Follow-Up Actions: Completed tasks are removed from the list.

POI MAINTENANCE TASKS: UPDATED 11/30/22	DATE REPORTED	VENDOR	PROJECT STATUS
Remove trash from the retention ponds.	8/1/2022	CFS	Pending
Remove the pine straw from the Cays Drive sidewalk right before Wilderness Cay.	8/1/2022	CFS	Pending
Remove the silt from the Windward & Wilderness Cay flumes.	8/1/2022	CFS	Pending
Pressure wash the side monuments on Newport Drive	8/29/2022	CFS	Pending
Cut back the vegetation growing around the water control structures on Windward & Wilderness Cays.	8/29/2022	CFS	Pending
Trim back the encroaching vegetation along the Cays Drive sidewalk	10/31/2022	CFS	Pending
Fill in the new potholes on Union Road with concrete.	11/30/2022	CFS	Pending
Install roadway blades for Newport & Morning Star Cay once brackets have been delivered.	11/30/2022	CFS	Pending

**PORT OF THE ISLANDS
COMMUNITY IMPROVEMENT DISTRICT**



**SECTION
11B**

RESOLUTION 2023-03

**A BUDGET AMENDMENT TO THE PORT OF THE ISLANDS
COMMUNITY IMPROVEMENT DISTRICT FISCAL YEAR 2023 BUDGET**

WHEREAS, the Board of Supervisors, hereinafter referred to as the "Board," of Port of the Islands Community Improvement District, hereinafter referred to as "District," adopted a General Fund Budget for Fiscal Year 2023, and

WHEREAS, the Board desires to reallocate funds budgeted to re-appropriate Revenues and Expenses approved during the Fiscal Year.

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

1. The General Fund is hereby amended in accordance with Exhibit A attached.
2. This resolution shall become effective the 16th day of December 2022 and be reflected in the monthly and Fiscal Year End September 30, 2023 Financial Statements and Audit Report of the District.

Port of the Islands Community
Improvement District

By:

Chair/Vice Chair

Attest:

Secretary/Assistant Secretary

Port of the Islands Community Improvement District
Statement of Revenues, Expenditures and Changes in Fund Balances
Fiscal Year 2023 Annual Budget Amendment I

<i>General Fund</i>	<u>ANNUAL BUDGET</u>	<u>YEAR TO DATE ACTUAL</u>	<u>VARIANCE (\$)</u>	<u>BUDGET AMENDMENT</u>	<u>FINAL BUDGET</u>
<u>Revenues</u>					
FEMA Reimbursement	-	1,164	1,164		-
Interest Income	2,000	10,497	8,497		2,000
Special Assmnts- Tax Collector	354,288	2,043	(352,245)		354,288
Interest - Tax Collector	19	-	(19)		19
Special Assmnts-Discounts	(14,172)	(108)	14,064		(14,172)
Other Miscellaneous Revenues	11,000	10,105	(895)		11,000
Total Revenues	353,135	23,701	(329,434)	-	353,135
<u>Expenses</u>					
<u>Administrative</u>					
P/R-Board Of Supervisors	6,000	500	5,500		6,000
Employment Taxes	450	41	409		450
P/R - Processing Fees	600	-	600		600
Profserv-Engineering	24,000	7,658	16,342		24,000
Profserv-Legal Services	24,000	15,392	8,608		24,000
Profserv-Mgmt Consulting Serv	48,840	4,070	44,770		48,840
Profserv-Property Appraiser	700	-	700		700
Auditing Services	3,500	-	3,500		3,500
Postage And Freight	350	-	350		350
Insurance - General Liability	11,082	828	10,254		11,082
Insurance - Worker's Compensation	-	850	(850)		-
Printing And Binding	200	-	200		200
Legal Advertising	975	-	975		975
Special Services	4,617	-	4,617		4,617
Misc-Assessmnt Collection Cost	7,000	1,759	5,241		7,000
Misc-District Website	1,200	100	1,100		1,200
Annual District Filing Fee	175	-	175		175
Total Administrative	133,689	31,198	102,491	-	133,689
<u>Operations & Maintenance</u>					
Contracts-Field Services	24,229	2,019	22,210		24,229
Electricity-Streetlighting	24,000	2,200	21,800		24,000

Port of the Islands Community Improvement District
Statement of Revenues, Expenditures and Changes in Fund Balances
Fiscal Year 2023 Annual Budget Amendment I

<i>General Fund</i>	<u>ANNUAL BUDGET</u>	<u>YEAR TO DATE ACTUAL</u>	<u>VARIANCE (\$)</u>	<u>BUDGET AMENDMENT</u>	<u>FINAL BUDGET</u>
R&M-Renewal and Replacement	5,000	-	5,000		5,000
R&M-Grounds	25,000	-	25,000	(15,000)	10,000
R&M-Outside Maintenance	-	-	-		-
Misc-Hurricane	-	-	-		-
R&M-Storm Water Drainage	4,801	-	4,801	(3,801)	1,000
Total Operations & Maintenance	83,030	4,219	78,811	(18,801)	64,229
<u>Landscape/Irrigation</u>					
Contracts-Landscape	88,080	7,340	80,740		88,080
Utility-Irrigation	16,000	-	16,000		16,000
R&M-Irrigation	13,000	-	13,000	(5,000)	8,000
Total Landscape/Irrigation	117,080	7,340	109,740	(5,000)	112,080
<u>Lakes & Ponds</u>					
Contracts-Lakes	1,600	-	1,600		1,600
Total Lakes & Ponds	1,600	-	1,600	-	1,600
<u>Roadway Management</u>					
R&M-Signage	300	-	300		300
R&M-Roads & Alleyways	9,937	500	9,437	(200)	9,737
Total Roadway Management	10,237	500	9,737	(200)	10,037
<u>Mosquito Control</u>					
Contracts-Mosquito Treatment	11,000	1,005	9,996		11,000
Chemicals-Mosquito Spray	20,000	-	20,000		20,000
R&M-Mosquito Control	500	-	500		500
Total Mosquito Control	31,500	1,005	30,495	-	31,500
<u>Capital Expenditures & Projects</u>					
Capital Outlay	436,000	-	436,000	(436,000)	-
Drainage Improvements (Cays Drive)				400,000	400,000
Road Rehabilitation (Newport Drive)				235,000	235,000
Capital Expenditures & Projects	436,000	-	436,000	199,000	635,000
<u>Debt Service</u>					
Principal Debt Retirement	-	-	-	200,000	200,000
Interest Expense	-	-	-	31,161	31,161

Port of the Islands Community Improvement District
Statement of Revenues, Expenditures and Changes in Fund Balances
Fiscal Year 2023 Annual Budget Amendment I

<i>General Fund</i>	<u>ANNUAL</u> <u>BUDGET</u>	<u>YEAR TO</u> <u>DATE</u> <u>ACTUAL</u>	<u>VARIANCE (\$)</u>	<u>BUDGET</u> <u>AMENDMENT</u>	<u>FINAL</u> <u>BUDGET</u>
Total Debt Service	-	-	-	231,161	231,161
Total Expenses	<u>813,136</u>	<u>44,262</u>	<u>768,874</u>	<u>406,160</u>	<u>1,219,296</u>
<u>Other Sources / Uses</u>					
<u>Other Financing Sources</u>					
Use of Fund Balance	460,000			406,161	866,161
Total Other Financing Sources	-	-	-	-	866,161
<u>Other Financing Uses</u>					
Total Other Financing Uses	-	-	-	-	-
Total Other Sources / Uses	<u>460,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>866,161</u>
Excess Revenue Over (Under) Expenditures	<u>-</u>	<u>(20,561)</u>	<u>439,440</u>		<u>-</u>

**PORT OF THE ISLANDS
COMMUNITY IMPROVEMENT DISTRICT**



**SECTION
11E**



**REQUEST FOR QUALIFICATIONS
PROFESSIONAL CONSULTING ENGINEERING SERVICES
FOR THE PORT OF THE ISLANDS
COMMUNITY IMPROVEMENT DISTRICT**

Premier District Management on behalf of the Port of the Islands Community Improvement District is requesting qualifications from engineering firms to perform consulting services for Fiscal Year 2023.

A Community Improvement District (CID/CDD) is a special purpose local government established under Chapter 190, Florida Statutes. The engineering firm licensed under Chapter 471, Florida Statutes responding to this proposal shall be qualified to perform consulting engineering services in accordance with the Florida Board of Professional Engineers.

Qualification packages, which include evaluation criteria and instructions to possible proposers are available from the District's Management Advisory Company at the address and telephone number listed below. Personal solicitation of clients directly with the District Board members is prohibited.

Eight (8) copies in response to this Request for Qualifications are requested to be sent to the below address by _____.

The envelope must be marked, "Qualifications – Consulting Engineering Services."

Calvin Teague
Premier District Management.
3820 Colonial Boulevard, Ste. 101
Fort Myers, Florida 33966
Telephone: 239-690-7100 x 101

RFQ FOR ENGINEERING SERVICES
General Description of Services

Port of the Islands Community Improvement District (POICID) is accepting qualification statements from engineering firms to perform services for the Capital Improvement Program (The Project) and related tasks. POICID is seeking professional services from one firm, with qualified staff and/or sub-consultants capable of providing typical services for activities as outlined below. To achieve the best possible team for the various project requirements, it is the intent of POICID to have one firm under contract to provide specialized services and expertise as required. The firm shall compliment their abilities with sub-consultants as needed, depending on the specific project requirements. The contract awarded will have no time limitation but shall contain a termination clause. POICID reserves the right to revise the Capital Improvement Plan at any time during the contract period.

Engineering firms desiring to be considered for a contract to perform services described above must provide information and documentation for each of the following:

- Evidence of license to perform professional engineering in the State of Florida.
- List of projects, large and small, presently under contract with location, description of services, and client names/contact information.
- Familiarity with POICID in relation to project design requirements, standards, and the approval process.
- Client references for projects completed and under present contracts.
- Description of the firm's professional credentials and experience of individual staff members who will be assigned to projects.
- Experience with state and federal permitting agencies, the South Florida Water Management District, FDEP, FDOT, US Corporation of Engineers and similar permitting agencies.

GENERAL SCOPE OF SERVICES

Services may be assigned but not limited to any of the following areas:

- Property, Boundary, Easements, RIW, Topographic and Utility surveys.
- Roadway and Trails
- Pump station design and rehabilitation
- Parks and Recreation
- Special Services such as Feasibility Studies and Planning
- Construction Contract Administration
- Construction Engineering and Inspection
- Permit Filing

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SERVICES

Services for all projects may include, but not limited to, the following types of work:

- **Survey & Topography Services**
 - Property, Boundary, R/W, Easements, Topography and Utility surveys.
- **Design Services**
 - Irrigation systems using reused and other water sources, civil engineering, roadway and traffic planning and engineering, contract and design documents, specifications with all associated studies, reports, mapping and details.
- **Construction Services**
 - Construction services for all projects may include conducting and/or attending preconstruction meetings, review of shop drawings, preparation of change orders, construction contract administration, project/permit certifications, record drawing review, and construction engineering and inspection services. POICID may provide field inspection during construction. Some additional engineering services may be required during the course of construction.
- **Special Services**
 - Preparation of applicable easements, RIW acquisition documents and process, project permits, consumptive use permitting, Department of Environmental Protection operating, and construction permits, NPDES permitting, reuse permitting, capacity analysis reports, reuse feasibility reports, permitting, project cost estimation and bidding documents. Preparation or procurement of operation and maintenance manuals. Services dictated by the needs of the CIP projects.

Evaluation of Qualifications

Qualification packages will be reviewed and evaluated by staff and a short-list of qualified firms may be invited to make a formal presentation. The qualification packages will be reviewed and evaluated with consideration of the following criteria:

A. Compliance with RFQ Instructions

The proposals will be evaluated for general compliance with instructions issued in the RFQ. Noncompliance with significant instructions may be grounds for proposal disqualification.

B. Experience with Similar Projects and POICID

The proposal will be evaluated based on project experiences that include projects outlined in the Scope of Work and Services required.

C. Staff Qualifications and Firm Background

The proposals will be evaluated on the basis of the consultant's demonstrated staff qualifications, which must include a Professional Engineer licensed in the State of Florida. Also, the proposal will be evaluated on the basis of the consultant's background, including the number of years in business.

E. Quality Control

The proposal will be evaluated on the quality control process to be implemented to ensure that quality work products and services can be delivered in a timely manner.

F. Schedule and Availability

The projected resource availability will be evaluated in the choice of the consultants, although POICID understands that the actual beginning and completion of projects are subject to the accepted work authorization issued by the District Manager.

H. References

Information supplied by client references may be used in determining the relative merits of a Respondent under any and all of the above-listed criteria. Based on the evaluation of the written proposals, the Evaluation Team may, at their sole discretion, shortlist the top 3 firms and may invite those firms to make a presentation or they make selection based only on the submittal. The number of firms shortlisted will be at the discretion of the Evaluation Team, if they decide to shortlist.

SELECTION PROCEDURES & CONTRACT NEGOTIATIONS

The criteria for selection shall be based on the criteria listed above, including the firm's qualifications, location, past performance, and reference check. The POICID Board of Supervisors reserves the right, before awarding the contract, to require a Respondent to submit such evidence of its qualifications, as the Community may deem necessary. The POICID staff and Board of Supervisors shall be the sole judge of the competency of Respondents.

All Respondents shall be notified via electronic or other means of staff's recommended ranking of firms to the Board of Supervisors, the recommended firm will be submitted to the POICID Supervisors along with information on the entire procurement process.

Upon the successful negotiation of an agreement, a formal contract will be prepared and submitted to the Board of Supervisors for approval, and subsequent executed by both parties.

NEGOTIATION AND FEE SCHEDULE:

A "Fee Schedule" will be negotiated and agreed upon at the time of execution of each agreement work order and will be part of each work agreement`. All payments, fees, reimbursements, and costs will be based on the fee schedule established for the successful Proposer(s). The Fee Schedule will designate the hourly rate/unit rates for each staff member with their name and/or position title specified. The fee schedule may not be deviated from without the prior consent of the POICID Board of Supervisors.

CONSULTANTS' COMPETITIVE NEGOTIATIONS ACT (CCNA): This procurement is made in accordance with the provisions of Chapter 287.055, Laws of Florida, known as the Consultants' Competitive Negotiations Act.

ENGINEERING SERVICES EVALUATION CRITERIA

- 1) Ability of Personnel (20 Points)
 - a. Geographic location of firm
 - b. Capabilities and experience of firm/engineer
 - c. Present ability to be available as needed
 - d. Evaluation of existing work load
 - e. Etc.
- 2) Proposer's Experience (20 Points)
 - a. Past record and experience working with other Special Districts
 - b. Past performance for other Community Development Districts
 - c. Character, integrity, reputation
 - d. Etc.
- 3) Understanding of Scope of Work and Rules and Regulations (20 Points)
 - a. Extent to which the proposal demonstrates an understanding of the District's needs for the services requested.
 - b. Extent to which the proposal demonstrates an understanding of Chapter 190 as it pertains to Community Development Districts.
- 4) Ability to Furnish the Required Services (20 Points)
 - a. Extent to which the proposal demonstrates the adequacy of proposer's financial resources and stability as a business entity necessary to complete the services required (for example, the existence of a natural disaster plan for business operations).
- 5) Price (20 Points)
 - a. Reasonability of price to the services.