

Date Distributed: January 13, 2023

**PORT OF THE ISLANDS
COMMUNITY IMPROVEMENT DISTRICT**



JANUARY 20, 2023
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

January 13, 2023

Dear Supervisors,

The regular meeting of the Port of the Islands Community Improvement District Board of Supervisors, is currently scheduled for Friday, January 20, 2023 at 9:30 a.m. at the Orchid Cove Clubhouse on 25005 Peacock Lane in Naples, Florida 34114.

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:

- Enclosed are the Draft Meeting Minutes for December 16, 2022, the plant operations monthly report, and the current field report.
- The Draft Meeting Minutes for January 11, 2023 - special meeting will be shared as a hand out at the meeting.
- The financial report for December 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, for the third time, in the packet for Board consideration is the Fiscal Year 2023 Budget Amendment, Resolution 2023-03, not signed at prior meetings.
- There will be an update on Hurricane Ian recovery and an on FEMA reimbursement.
- The short term agreement will be presented to PDM.
- District Management Service firm(s) will present their proposal(s) to the board.
- The Board will discuss Parking signs/towing issues.

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
3**

Port of the Islands Community Improvement District Meeting Agenda

January 20, 2023 at 9:30 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. Pledge of Allegiance
3. Approval of the Agenda
4. Audience Comments on Agenda Items
5. Approval of Meeting Minutes
 - A. Draft Regular Meeting Minutes for December 16, 2022
 - B. Draft Special Meeting Minutes for January 11, 2023.
6. Utility Operations
 - A. Monthly Operations Report
 - B. Wellfield Road and Generator Costs Update
 - C. February Plant Tours
7. Landscape Maintenance
8. Engineer Report
9. Field Manager Report
 - A. Current Field Report
 - B. Follow-up Items
 - i. Aerator Installation Update
 - ii. Asphalt Repairs on Newport Dr and Union Road Update
10. District Manager Report
 - A. Monthly Financial Report: December 2022
 - B. Hurricane Ian Damages Update
 - i. FEMA Claims submittal status
11. Attorney Report
 - A. Discussion of form of Resolution establishing various committees
12. Old Business
 - A. Fiscal Year 2023 Budget Amendment: Resolution 2023-03
13. New Business
 - A. Management Services Transition Update
 - i. Short term agreement with Premier District Management
 - ii. Presentation(s) and consideration of District Management Services Proposal(s) from interested firm(s)
 - iii. Consideration of District Management Services Agreement
 - B. Lawsuits Update
 - C. Parking Signs/ towing Discussion
 - D. Eric Ortman – Re-zoning Parcel 13
 - E. Swale Issues
14. Supervisor Requests and/or Comments
15. Audience Comments
16. Adjournment - **Next Meeting: February 17, 2023 at 9:30 A.M.**

**PORT OF THE ISLANDS
COMMUNITY IMPROVEMENT DISTRICT**



**SECTION
5A**

Draft Regular Meeting Minutes for December 16, 2022

Port of the Islands

Community Improvement District

A special meeting of the Port of the Islands Community Improvement District was held on Friday, December 16, 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

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.

David Schmitt – Engineer, Hole Montes, Inc.

Mitch Gilbert – Florida Utility Solutions

Chris Pepin – Field Manager, Community Field Services

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, except Supervisor Kish. Also at the meeting were Cal Teague, the District Manager, Tony Pires, the Attorney, Mitch Gilbert of Florida Utility Solutions, David Schmitt, the Engineer, Chris Pepin, the Field Manager, and Several Residents. Several Residents also participated via web conference.

SECOND ORDER OF BUSINESS

Closed-Door Attorney-Client Session 8:45 a.m. – 9:15 a.m.

The Closed-Door Meeting opened at 8:49 a.m.

A. Closed-Door Attorney-Client Session in pending litigation in the Circuit Court of the Twentieth Judicial Court, 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.

On MOTION by Chair McNamee, seconded by Supervisor Hansen, with all in favor, the Board approved proceeding to the Regular meeting.

The Closed-Door Meeting closed at 9:27 a.m.

THIRD ORDER OF BUSINESS

Pledge of Allegiance

FOURTH ORDER OF BUSINESS

Approval of the Agenda

Move 10A to 5

Move 14A to 7A

Move 14A Utility Plant and Tours Discussion to 7A

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

FIFTH ORDER OF BUSINESS

Field Manager Report

10A Field Manager Report was moved to 5

A. Current Field Report

The Board asked why the tasks to be done listed on the report are still pending, and Field Manager Pepin stated that the completion of those tasks has been delayed because of what needed to be done after the hurricane. The Board also asked what they had done in the last couple of months, and Chris stated that they have been cleaning up the hurricane damage, and the previous month they had been resolving the issue with vegetation in drainage system

areas. In response to Chair McNamee's question regarding weeds in the ponds, Chris stated that there is another company that addresses this.

23 | The deadline of claim submission to FEMA was discussed. The Board also wondered if there can be another option for filling the potholes on Union Road, because they need to be addressed frequently. Recently, Chris has not been able to inspect Union Road, because debris and flooding issues from the hurricane have prevented him from getting to them. Chair McNamee also asked about the culverts.

24 | The Board decided that Supervisor Baird will be the liaison with Kish Pest Solutions concerning mosquito control.

25 | Resident Steve Gunther commented that mosquito spraying can be done by the County, which will start in the fall. The Board will consider this at a future meeting.

26 | **B. Follow-ups:**

27 | **i. Aerator Installation Update**

28 | Excel Electric was informed by LCEC that they need to come out and verify that the transformers that Chris selected are appropriate to be used at the retention basins. This was an abnormal request by LCEC, so Excel Electric submitted the form they wanted them to fill out, and they are just waiting for LCEC to make the site visit.

29 | Chair McNamee stated that there will be portfolios for each Board member with the following responsibilities. The community can contact the Board members in their assigned areas with questions or concerns.

30 | Utilities – Vice Chair Truckey and Supervisor Hansen
Landscaping and Mosquitos – Supervisor Baird
Streets and Lighting – Supervisor Kish
Financials – Chair McNamee
Stormwater and Drainage – Supervisor Hansen and Vice Chair Truckey

31 | **SIXTH ORDER OF BUSINESS Audience Comments on Agenda Items**

32 | Kathryn Osswald commented on a missing cover on the water meter at 302 Newport Drive and another one that is beginning to crack, which is a safety issue. She also commented that she sees the need for the median to be maintained, and Supervisor Hansen stated that she attended the county board of commissioners meeting and discussed with them a possible cost sharing plan for the median's maintenance.

33 | **SEVENTH ORDER OF Approval of Meeting Minutes BUSINESS**

A. Draft Special Meeting Minutes for November 30, 2022

Line 51 Change to “suggested that Mitch attend as requested”

Line 64 Change to “The project at 125 Newport Drive was discussed.”

Line 73, Line 75, Line 77 Change “Marshall to Schmitt”

Line 73 Add “and use an engine driven pump at the two main lift stations”

Line 113 Change “Attorney Urbancic” to “Attorney Pires”

On MOTION by Chair McNamee, seconded by Vice Chair Truckey, with all in favor, the Board approved the November 30, 2022 Draft Special Meeting Minutes, as amended.

EIGHTH ORDER OF BUSINESS

Utility Operations

A. Monthly Operations Report

Vice Chair Truckey stated that he and Mitch Gilbert had toured the pump stations, and there was discussion on their findings:

Mitch stated that POI currently has a fire protection and irrigation pump, but it is not in good condition. There was discussion on installing a fresh water tank, which can be used for fire protection and irrigation until the well pipe is repaired.

It was determined that repair of the well road and replacement of the well field generator are the immediate priorities, and it qualifies for FEMA reimbursement. District Manager Teague stated that they can obtain a proposal by the next meeting. He also stated that funding will be through various sources, which could be included in the capital improvement plan, and will be a part of the FY2023 Budget amendment that the Board will act on at a future meeting. He also stated that many issues could be covered as a FEMA reimbursement request. Engineer Schmitt also suggested that grant applications could be submitted and used as a funding source, but it would be a longer process to obtain the funds. As a part of the Budget amendment, District Manager Teague stated that a construction fund should be added, which would cover R & M and any other capital replacement needs. He also stated that one of the capital improvement needs is the replacement of the water line from the well pump to the water tank. Vice Chair Truckey believed that the water tank should be installed before the water lines.

On MOTION by Vice Chair Truckey, seconded by Chair McNamee, with all in favor, the Board approved repair of the well road and replacement of the well field generator, not to exceed \$75,000.

- 43 | Chair McNamee asked Supervisor Baird to contact Robert Soto about vegetation removal, so
that the project on the well road and well field generator can begin.
- 44 | Mitch stated that he had included in his report the pricing for the painting or replacement of the
pipes on the bridge. He stated that there is no problem to repair them until the funding is
available for replacement. Engineer Schmitt recommended the use of ductal iron when
replacing the pipe.
- 45 | Mitch stated that it is time for the renewal of his contract, and this will be discussed at the next
meeting.
- 46 | Mitch also stated that he can have an open house for the community in February. He will be
available to conduct private tours, upon request. Chair McNamee suggested that there be a
map available at the meeting illustrating the development of Parcel 13.

47 | **NINTH ORDER OF
BUSINESS**

Landscape Maintenance

48 | **A. Monthly Report**

- 49 | This was included in the packet.

50 | **TENTH ORDER OF
BUSINESS**

Engineer Report

51 | **A. Swale Issues**

- 52 | Engineer Schmitt stated that he had put the drainage of the swales in the Cays on hold until the
Board had given him direction. They had compiled a plan to address the drainage at the end of
the culverts and the drainage in the back swales. Part of the plan is remedial work, including
cleaning out the easements and restoring the swales to the original grade. The Board would like
to table this until all of them have been able to study the information on the drainage issues.
Chair McNamee stated that, during his research, he found that the CID covenants put the
responsibility on the homeowner to address these issues.
- 53 | Attorney Pires recommended that parameters be set to make sure the Sunshine laws are not
violated when establishing committees for fact finding.

- 54 | **On MOTION by Supervisor Hansen, seconded by Chair McNamee, with all in
favor, the Board authorized the chair to work with the attorney in developing a
resolution for establishing various fact finding committees.**

55 | Chair McNamee stated that there is a training video for newly elected and other committee
members on a webinar that District Manager Teague has developed on the proper way to
collect the information desired by the Board on a stormwater management system in
communities.

56 | **B. Work Authorizations**

57 | **i. General Engineering**

58 | Engineer Schmitt presented two proposals for continuing his various engineering services,
including attending monthly meetings, for a not to exceed amount of \$2,200. Responding to
Supervisor Hansen's question, David stated that he sometimes limits the work he does in the
community to the times he comes to the meetings to avoid transportation and personnel costs.

59 | The second work authorization proposal was for reviewing plans regarding the relocation of
utilities in Parcel 13. He stated that there is agreed upon cost sharing for connecting Parcel 13
utilities to the established utilities in the community. The proposal was for a not to exceed
amount of \$1,500.

60 | **On MOTION by Chair McNamee, seconded by Supervisor Baird, with all in
favor, the Board authorized the services of Engineer David Schmitt for a not to
exceed amount of \$2,200 for general engineering services, and authorized him
to continue services for the relocation of utilities in Parcel 13, not to exceed
\$1,500.**

61 | There was a discussion on ways to lower the engineering costs, and it was stated that the
community can contact a Board member with a concern rather than contacting the engineer.
Attorney Pires stated that if a member of the community contacts him, he will forward it to the
chair or district manager to avoid costs to the District. Vice Chair Truckey stated that the
community can also contact the committee members, who can then forward it to the Board.

62 | **ii. Cays Drive Swales**

63 | This was discussed earlier in the meeting.

64 | Frank Lee, a resident, commented on backed up sewers that have not been fixed. District
Manager Teague stated that this had been fixed by Mitch Gilbert, with the addition of monitoring
software that alerts Mitch if a lift station goes down, but Mr. Lee stated that there was another
issue regarding actions needed to prevent backups if the lift station fails. The possibility of
having portable generators available was discussed.

A. Monthly Financial Report: November 2022

District Manager Teague reviewed the Financials. He stated that the loan has been paid off. There was discussion on purchasing a CD, funds available for capital improvements, grant applications, water tanks and the wastewater treatment tank, which needs replacement.

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

B. Resolution 2023-03: Fiscal Year 2023 Budget Amendment

District Manager Teague outlined the particulars of the Amendment that will need discussion. This was tabled until the Board has had time to consider revisions to the adopted FY2023 Budget and the capital improvement plan.

C. Hurricane Ian Damages and FEMA Reimbursement Update

District Manager Teague stated that the expenses incurred to date for hurricane cleanup is \$26,758. He also stated that staff is preparing a list of projects and their projected costs, which will be submitted to FEMA.

D. Loan Payoff Update

District Manager Teague stated that the loan was paid off on December 1, 2022, and there had been interest incurred.

E. Update on RFQ Engineering Services

This was included in the packet, and no decision was made.

TWELFTH ORDER OF BUSINESS

Attorney Report

A. Lawsuits Update

Attorney Pires stated that Richard de Bose is the attorney for the Stella Maris Association, and they are wondering if the Board wants to take over Tract R. He stated that they should draw up a deed from the remaining trustee of the dissolved corporation. He will get together with Attorney de Bose to develop a proposal for the CID's acquisition of the tract.

On MOTION by Supervisor Hansen, seconded by Chair McNamee, with all in favor, the Board approved the attorney to get a proposal from the attorney for the Stella Maris Association to draw up a deed from the remaining trustee of the dissolved corporation, not to exceed \$500.

Chair McNamee asked about the amount spent by the attorney researching the legality of placing political signs on homeowners' property. Attorney Pires stated that there were free speech and 1st amendment issues to consider, so the District was not exposed to liability. He will revisit the invoice.

THIRTEENTH ORDER OF Old Business BUSINESS

A. Tabled Proposal: Asphalt Repairs on Newport Dr and Union Road

On MOTION by Chair McNamee, seconded by Supervisor Baird, with all in favor, the Board approved the completion of the repairs on the asphalt on Newport Drive and Union Road.

FOURTEENTH ORDER OF New Business BUSINESS

A. Utility Plants Tour

Moved to 7A.

FIFTEENTH ORDER OF Supervisor Requests and/or BUSINESS Comments

Chair McNamee commented that he would like to have a motion to terminate the contract with Premier District Management, because POI has had the same management company for many years, and he felt that the Board should get some fresh ideas. District Manager Teague stated that a motion was not needed, because the officers at PDM felt that they no longer wanted to continue the current contract, and they would be submitting termination provisions per terms of the contract, which he thought requires a 60 day notification. Attorney Pires discussed the need for a termination agreement effective to the end of February, and Supervisor Hansen asked why a termination agreement was needed, since the District Manager was terminating the contract.

After further discussion regarding the need for an agreement, the Board agreed to authorize the Attorney to draft an agreement.

90

On MOTION by Chair McNamee, seconded by Vice Chair Truckey, with all in favor, the Board authorized the preparation of a termination agreement with Premier District Management, effective February 28, 2023.

91

Attorney Pires stated that he has names of management companies, and he suggested that an email be sent to other management companies, and that there be an advertisement placed in the paper. Chair McNamee stated that he would like to check with other communities that are about the size of POI to see who their management companies are, and he stated that he has been approached by the Inframark management company, which was identified as the old Severn Trent Services company and who managed the District until 2016 when PDM was hired. There was discussion on companies that might be available, and concern was expressed about Inframark.

92

SIXTEENTH ORDER OF BUSINESS

Audience Comments

93

There were no Audience comments.

94

SEVENTEENTH ORDER OF BUSINESS

Adjournment

95

On MOTION by Chair McNamee, seconded by Supervisor Hansen, with all in favor, the Board agreed to adjourn the meeting at 11:54 p.m.

96

The Next Regular Meeting will be on January 20, 2022 at 9:30 a.m.

97

Secretary/Assistant Secretary

Chair/Vice Chair

**PORT OF THE ISLANDS
COMMUNITY IMPROVEMENT DISTRICT**



**SECTION
6A**



*Florida Utility
Solutions*

Wastewater Plant

**Received and treated
2.23 million gallons in
December**

Water Plant

**Produced and
distributed 2.24 million
gallons in December**

REUSE

**Distributed 8.4 million
gallons in December**

PORT OF THE ISLANDS CID DECEMBER 2022 MONTHLY PLANT OPERATIONS REPORT

JANUARY 20TH 2023, BOARD MEETING



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
Working on Dan to prioritize the list		

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

- 2.23 million gals. of wastewater received and treated in December

- Water Treatment

- Produced and distributed 2.24 million gallons in December

- Reuse

- Distributed 8.4 million gallons in December

Performance Metrics	Current Month December 2022	Prior Month November 2022
Wastewater treated	2,227,552	2,699,027
Sludge disposed - gallons	0	0
Reclaimed Water Pumped	8,419,776	7,681,680
Odor Complaints	0	0
Number of line breaks	0	1
Auto Flushers Flushed	9	9
Meters Read	839	0
Meters Re-read	0	2
Consumables	Current Month	Prior Month
Chlorine Usage	950	900
Water Usage Complaints	0	2

Maintenance and Repair

Preventive Maintenance

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

Additional Maintenance

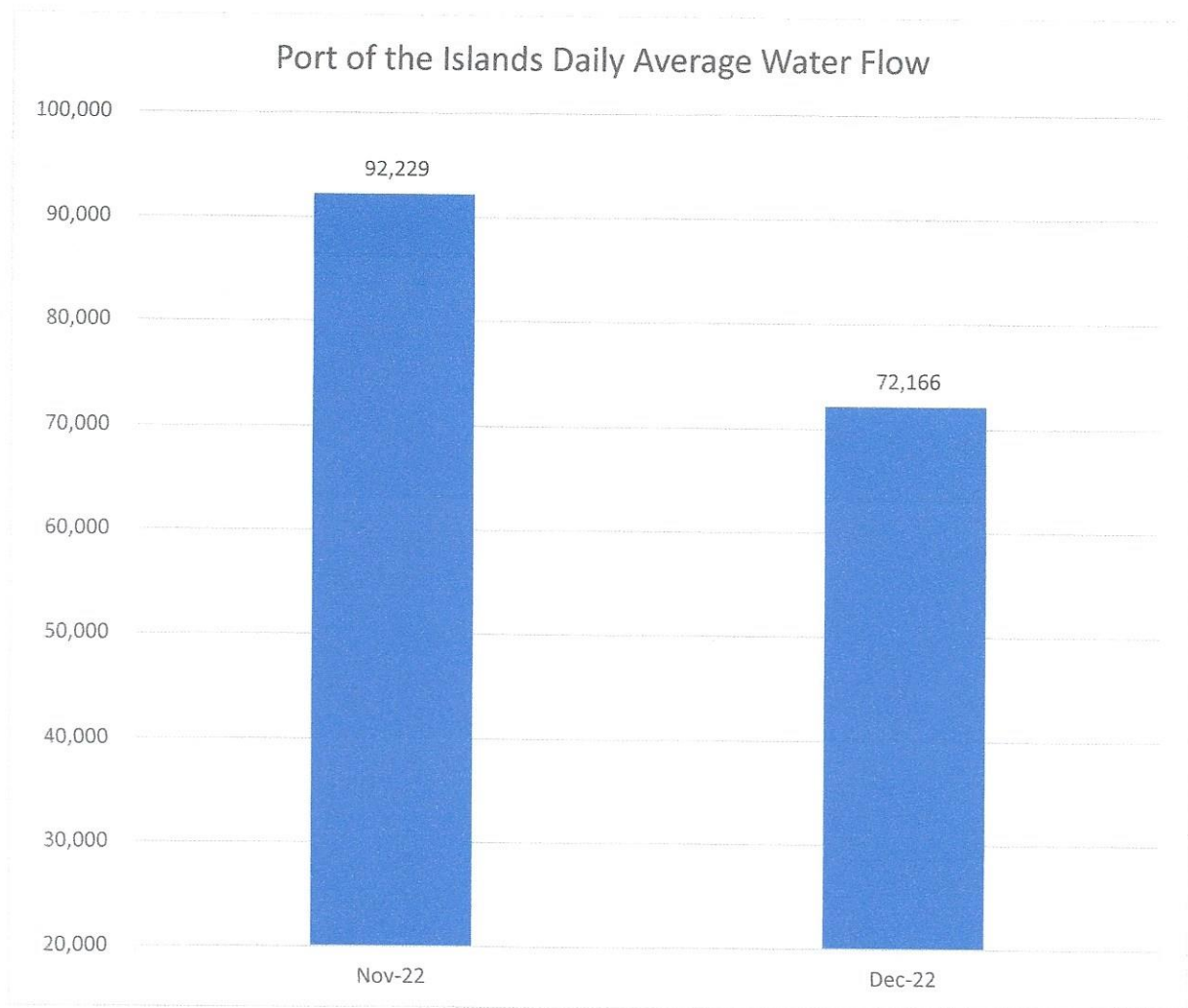
- Floating aerator at WWTP has been repaired and is complete.
- #3 calcite tank has been repaired and installed
- Plant needs TDS continuous analyzer per DEP-has been ordered along with matching Ph and chlorine analyzers so we can standardize our equipment for both the water and wastewater plant.
- Cays Drive master station needs well coating per DEP-estimate will be provided at the board meeting.
- Ground water exceedance in monitoring well – Omar Rodriguez
- Permit Renewal-engineer
- Capacity Analysis Report required by the DEP-engineer

Health & Safety

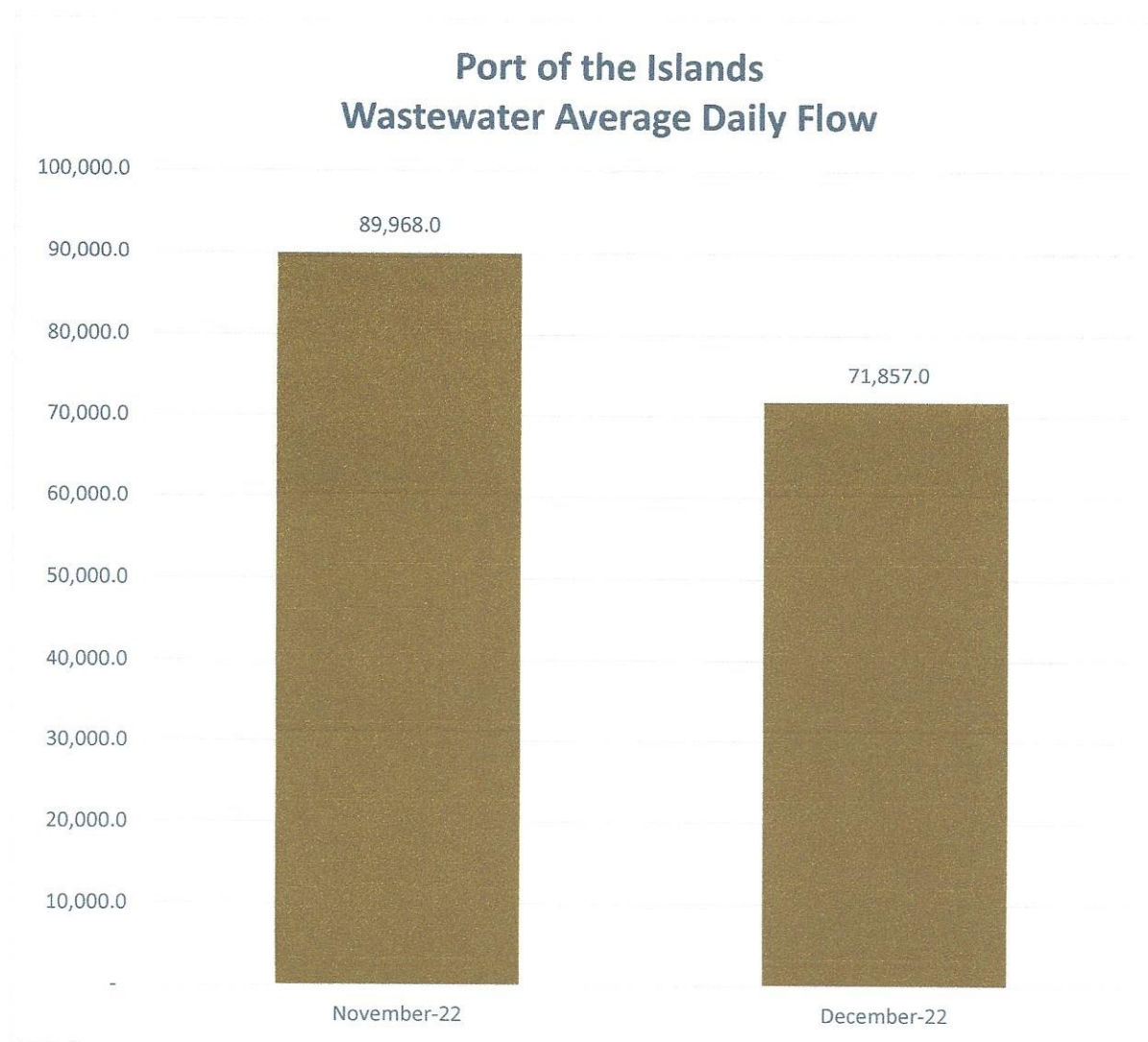
- Zero LTIs and OSHA recordable incidents occurred during the month
- Safety training includes daily tailgate talks concerning daily events –confined space, lightning safety, seatbelts, housekeeping, and other safety related concerns

Hurricane Ian

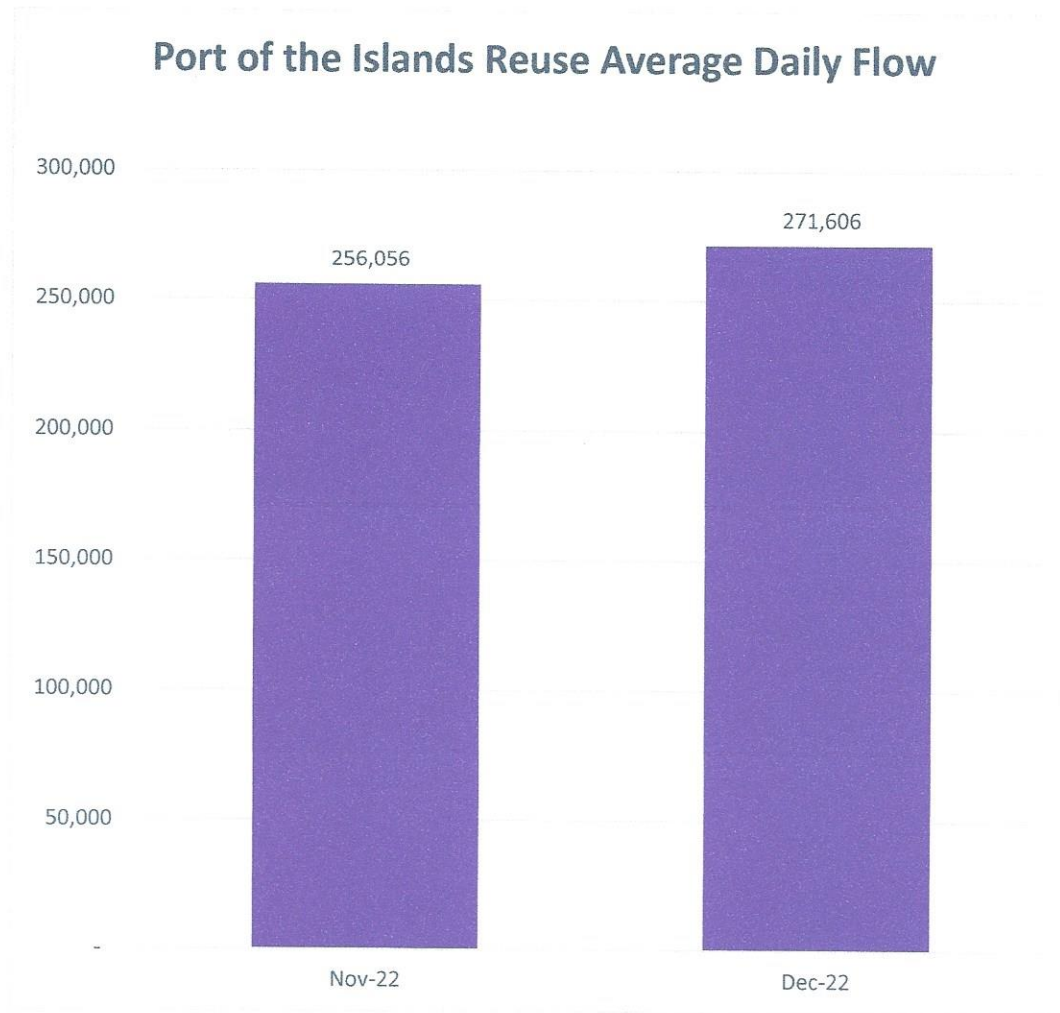
- Well field generator has been installed.



Port of the Islands Drinking Water Monthly Flow Average



Port of the Islands Wastewater Monthly Flow Average



Port of the Islands Reuse Monthly Flow Average

**PORT OF THE ISLANDS
COMMUNITY IMPROVEMENT DISTRICT**



**SECTION
9A**



PORT OF THE ISLANDS CID

FIELD MANAGEMENT REPORT FOR JANUARY 2023

Port of the Islands CID

Community Field Services – Field Management Report

Site Inspection on 1/03/23

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 algae was lightly present. Turbidity (cloudiness / murkiness) remains high throughout all the ponds. Additional pond management details are below.
- b. **Littoral Plants:** No new concerns observed this month.
- c. **Shoreline Weeds:** Concerns observed will be reported to EarthGuard.
 - i. Torpedo grass (moderate presence) was observed in all three retention ponds.
 - ii. A willow tree is beginning to grow in the first retention pond on Cays Drive. We will ask EarthGuard to kill it.

Torpedo Grass



Willow Tree



- d. **Submerged Weeds:** No concerns observed.
- e. **Algae:** Concerns observed will be reported to EarthGuard.
 - i. Filamentous Algae: Low presence observed around the first retention pond on Cays Drive.
 - ii. Planktonic Algae: Moderate presence observed around the third retention pond on Cays Drive.
- f. **Fish:** No concerns observed.

- g. **Trash:** Multiple pieces of trash were observed floating in the ponds this month. We will have them removed this month.
- 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 as soon as possible. Once this task is completed, they will begin running the conduit.

2. Roadways:

- a. **Asphalt:** The alligatoring on the exit side of Newport Drive and at the entrance of Union Road is scheduled to be repaired by D&G on January 13th.



- b. **Potholes:** Multiple potholes are reforming on the dirt portion of Union Road just prior to the water plant. Several other potholes are also forming between the water plant and gun club.

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 installed.

ii. Other street sign repairs that will be completed by our technicians by January 17th:

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. **Update:** New brackets arrived and will be installed this month.
2. The Union Road & Swan Way post needs to be straightened. Completed but the blade brackets are bent and need to be replaced. **Update:** New brackets arrived and will be installed this month.
3. 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. 41 Roadway Landscaping:

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

Missing Firebush



Palm to Prune



f. Roadway Lighting: LCEC has been informed of the nonfunctioning streetlights on Peacock Lane.

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

3. Sidewalks:

a. Sections of the Cays Drive sidewalk is becoming filthy and should be pressure cleaned.



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:** No blockages observed within any of the catch basins along Cays Drive.

b. **Water Control Structures (WCS):**

i. **Sunset Cay:** No concerns observed this month.

ii. **Venus Cay:** Silt from the home being built at 148 Venus Cay is collecting around the water control structure. The contractor needs to be made aware of this and a silt barrier should be installed around the structure.

Silt Collecting at the Water Control Structure



- iii. **Windward Cay:** Vegetation around the structure is scheduled to be cut back later this month.
- iv. **Wilderness Cay:** Vegetation around the structure is scheduled to be cut back later this month.
- 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.
- d. **Gutters:** No new concerns observed this month.
- e. **Culverts:** Culverts along Newport Drive are beginning to dry out and will be inspected for silt build-up at the inlets. If any concerns are observed, we will have the inlets cleaned out.
- f. **Headwalls:** No new concerns observed this month.
- g. **Drain Pipes:** No new concerns observed this month.
- h. **Drainage Swales / Banks:** All the drainage swales were inspected this month and the following items were observed.
 - i. New Construction: The drainage swale behind 183 Sunset Cay remains filled in with dirt.
 - ii. The drainage culvert behind 163 Sunset Cay is partially filled in with silt.

Swale at 183 Sunset Cay



Silt in Culvert at 163 Sunset Cay



- iii. The drainage culvert behind 186 Sunset Cay is partially filled in with silt.
- iv. Brazilian Pepper (a category I exotic) was observed growing within the rip rap behind 162 Sunset Cay and 161, 148 & 149 Venus Cay.
- v. New Construction: The drainage swale behind 148 Venus Cay remains partially regraded.

- vi. Several smaller washouts were observed in the empty lot at 149 Venus Cay.



- vii. 125 Morning Star Cay Update: Silt barrier is still down, and silt remains present in the drainage swale.
- 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:** No new concerns observed.
 - b. **Newport Entrance Side Monuments:** No new concerns observed.
 - c. **Newport Landscape Lights:** The timers were checked and adjusted. The exit side timer was off by several hours.
 - 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 to see what is going on. Weeds within the plant beds also need to be removed.
- ii. Multiple shrubs within the Newport Drive median are dying off and should be replaced by Soto.
- iii. The plant hedge around the main monument needs to be pruned. The vegetation is blocking part of the Port of the Islands sign.
- iv. The agave planters just past the realtor building are full of weeds and need to be cleaned up.
- v. Cabbage palms just past the realtor building have vegetation growing from them and the palms need to be cleaned up.

Weeds within the Agave



Vegetation within Cabbage Palm



f. Cays Drive Entrance:

i. Landscaping Lights:

- 1. The timers were checked and adjusted.
- 2. Someone has placed red and green plastic wrap over the landscape lights. Water is trapped between some of the plastic wrap and light fixtures and can potentially cause damage to the lights. The plastic wrap should be removed as soon as possible.



- ii. Wreaths were observed on both entrance monuments.
- iii. The small hole on the exit side of the Cays Drive entrance sign remains present. The hole should eventually be repaired by the resident that maintains this sign.



g. Union Road:

- i. Entrance Sign: No concerns observed.
- ii. Landscaping:
 1. Weeds within the plant beds need to be treated.
 2. The palm trees within the roadway median 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 except for a small pile of fencing material.



8. Mosquito Spraying: Kish Pest Solutions has sprayed for mosquitos on the following 2022 dates. No treatments were conducted in the month of December.

App #	Date		App #	Date		App #	Date		App #	Date
1	3/14/2022		26	6/24/2022		51	9/19/2022		76	
2	3/16/2022		27	6/28/2022		52	9/23/2022		77	
3	3/18/2022		28	7/1/2022		53	10/3/2022		78	
4	3/21/2022		29	7/5/2022		54	10/6/2022		79	
5	3/23/2022		30	7/8/2022		55	10/8/2022		80	
6	3/25/2022		31	7/11/2022		56	10/10/2022		81	
7	3/30/2022		32	7/15/2022		57	10/13/2022		82	
8	4/6/2022		33	7/20/2022		58	10/17/2022		83	
9	4/13/2022		34	7/23/2022		59	10/19/2022		84	
10	4/20/2022		35	7/27/2022		60	10/21/2022		85	
11	4/27/2022		36	7/30/2022		61	10/24/2022		86	
12	5/3/2022		37	8/2/2022		62	10/26/2022		87	
13	5/6/2022		38	8/5/2022		63	10/28/2022		88	
14	5/10/2022		39	8/9/2022		64	10/31/2022		89	
15	5/13/2022		40	8/12/2022		65	11/1/2022		90	
16	5/17/2022		41	8/16/2022		66	11/4/2022		91	
17	5/20/2022		42	8/19/2022		67	11/8/2022		92	
18	5/24/2022		43	8/23/2022		68	11/11/2022		93	
19	5/27/2022		44	8/26/2022		69	11/15/2022		94	
20	6/3/2022		45	8/29/2022		70	11/18/2022		95	
21	6/7/2022		46	9/1/2022		71	11/22/2022		96	
22	6/10/2022		47	9/5/2022		72	11/25/2022		97	
23	6/14/2022		48	9/9/2022		73	11/29/2022		98	
24	6/17/2022		49	9/13/2022		74			99	
25	6/21/2022		50	9/16/2022		75			100	

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"/> 7 Alligators	<input type="checkbox"/> Snake
<input type="checkbox"/> Cane Toad	<input type="checkbox"/> Apple Snails	<input type="checkbox"/> Iguana	<input checked="" type="checkbox"/> Turtles
<input type="checkbox"/> Water Moccasin	<input checked="" type="checkbox"/> Other Species: <u>Ducks, Turkey</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 as soon as possible. Once this task is completed, they will begin running conduit.

13. Water Treatment Plant:

a. Fire Hydrants:

- i. The fire hydrant at 156 Venus Cay remains faded white and should be painted purple to show that it uses reclaimed water.
- ii. Multiple other fire hydrants throughout the community could use a fresh coat of purple paint. Mitch's team completed this task several years ago.



- b. **Meter Boxes / Valves:** No concerns observed this month.
- c. **Missing Valve Box Covers at:** None found.
- d. **Wells:** Soto's crew was observed cutting back the encroaching vegetation along the well access road during this inspection. The roadway is looking much better.



- e. **Line Breaks / System Concerns:** No concerns observed this month.
- f. **Boil Water Notices:** None reported.

g. Water Plant Perimeter Landscaping: No concerns observed this month.

h. Water Plant Perimeter Fence: No concerns observed this month.

i. Lift Stations: No concerns observed this month.

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. No new estimates reported.

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

POI MAINTENANCE TASKS: UPDATED 1/03/23	DATE REPORTED	VENDOR	PROJECT STATUS
Remove trash from the retention ponds.	8/1/2022	CFS	Scheduled 1/16
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	Scheduled 1/16
Fill in the new potholes on Union Road with concrete.	11/30/2022	CFS	Scheduled 1/16
Install roadway blades for Newport & Morning Star Cay once brackets have been delivered.	11/30/2022	CFS	Scheduled 1/16

**PORT OF THE ISLANDS
COMMUNITY IMPROVEMENT DISTRICT**



**SECTION
12A**

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

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<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

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<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

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<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>