



Port of the Islands

COMMUNITY IMPROVEMENT DISTRICT

December 15, 2023

MEETING AGENDA

**PORT OF THE ISLANDS COMMUNITY IMPROVEMENT DISTRICT
REGULAR BOARD MEETING**

Board of Supervisors Agenda for December 15, 2023

Agenda

Friday, December 15, 2023, 9:30 a.m.
Orchid Cove Clubhouse, 25005 Peacock Lane
Naples, FL 34114

Note: Requests to address the Board on subjects which are not on today's agenda, will be accommodated under "Public Comments".

Any person requiring special accommodations at this meeting because of a disability or physical impairment should contact the District Office at (239) 592.9115 at least five calendar days prior to the meeting.

1. Pledge of Allegiance
2. Roll Call/Approval of the Agenda
3. Public Comments
 - a. Collier County Code Enforcement
4. Approval of Minutes – November 17, 2023
5. Manager's Report
 - a. Website Conversion
 - b. Off-Site Water Main Relocation, Parcel 13
 - c. Zoom Broadcast Meeting Proposal
 - d. Utility Billing & Banking Updates
 - e. Engineer of Record Updates
 - f. Wellfield Water Line Replacement
6. Financials
7. Utility Operations

8. Attorney's Report

9. Engineer's Report

10. Old Business

- a. Entrance Wall Demolition
- b. Drainage Swale Maintenance
- c. Mosquito Control Cost Proposal

11. New Business

12. Supervisors' Request

- a. Meeting with Commissioner LoCastro

13. Public Comments

14. Adjourn – Next meeting will be on January 19th , 2024 at 9:30 a.m.

1 **PORT OF THE ISLANDS COMMUNITY IMPROVEMENT DISTRICT**
2 **NAPLES, FLORIDA**

3 Regular Meeting of the Board of Supervisors

4 November 17, 2023

5 The regular meeting of the Port of the Islands Community Improvement District Board of
6 Supervisors was held on Friday, November 17, 2023, at 9:30 a.m. at the Orchid Cove
7 Clubhouse, 25005 Peacock Lane, Naples, Florida.

8 **SUPERVISORS PRESENT**

9 Steve McNamee, Chairman

10 Dan Truckey, Vice Chairman, via Zoom

11 Russell Kish, Supervisor

12 Kevin Baird, Supervisor

13 Anna-Lise Hansen, Supervisor

14 **ALSO PRESENT**

15 Neil Dorrill, Manager, Dorrill Management Group

16 Kevin Carter, Manager, Dorrill Management Group

17 Tony Pires, District Counsel

18 Mitch Gilbert, Florida Utility Solutions

19 **PLEDGE OF ALLEGIANCE**

20 The pledge of allegiance was recited in unison.

21 **ROLL CALL/APPROVAL OF AGENDA**

22 Four of the five Supervisors were present in person, establishing a quorum, with
23 Supervisor Truckey appearing via Zoom. The meeting was convened at 9:30 a.m. The
24 meeting was also properly noticed. The notice and affidavit are on file with the district
25 office at 5672 Strand Court, Naples, FL 34110.

26 **On a MOTION by Mr. McNamee and a second by Ms. Hansen, Mr. Truckey's**
27 **participate by remote attendance was approved. On a MOTION by Ms. Hansen**
28 **and a second by Mr. Baird the agenda was approved as presented.**

1 **PUBLIC COMMENT**

2 Lindsey Case – Mr. Case shared the news that his project was approved for a 109 lot
3 rezone the day before the meeting. The next phase will happen after the County
4 Commissioners receive this for approval in January. After that Mr. Case will be doing a
5 draft on how the 109-lot layout will look which will be followed by the creation of the
6 homeowner association draft documents. This could be an 18 month to two year
7 process. Mr. Pires noted that the approval was from the Collier County Planning
8 Commission which makes a recommendation to the Board of County Commissioners
9 who will be reviewing it in January.

10 Jerry Winters – Newport Drive – Mr. Winters shared a health concern he has for people
11 who walk at night. He has been sprayed three times by Kish Pest control. Mr. McNamee
12 said that he knows the spraying happens at the time it does because that is when the
13 mosquitos are the most active, making the spraying the most effective. Mr. Winters
14 suggested doing it early in the morning instead. Mr. McNamee explained that it is a
15 contact spray so it will not be as effective at that time. Mr. Truckey said that the problem
16 may be taken care of if the CID switches over to the Collier Mosquito Control District
17 that was discussed at the October meeting.

18 Eric Gottuso - Orchid Cove - Asked about CID's responsibility with streetlights. Mr.
19 McNamee said that Orchid Cove has different streetlights because they wanted fancier
20 ones. They made an agreement that they would pay the difference between the regular
21 lights and the upgraded ones. Mr. McNamee said they are supposed to be taken care of
22 by that community. Mr. Gottuso was asking who was responsible for replacing the
23 lightbulb. He was directed to contact LCEC and that they would take care of it.

24 **APPROVAL OF MINUTES OCTOBER 20, 2023**

25 Page 3 line 15 at the end - spelled border instead of boarder

26 Page 4 line 33 double check number

27 Mr. McNamee thanked Ms. Hansen, Ms. Jensen, and Dorrill Management Group for the
28 improvement in the quality of the minutes.

29 **On a MOTION by Mr. Baird and a second by Mr. Kish the minutes were**
30 **unanimously approved as amended.**

1 **APPROVAL OF FINANCIAL AUDITING SERVICES 2023-2025**

2 The contract was for a three-year audit term with options for renewal at the discretion of
3 the District. The District received only one proposal and it was from Grau and
4 Associates. They have almost 300 clients in the state of Florida. They are based out of
5 Boca Raton with 13 CPAs on staff. The fee is in accordance with what Mr. Dorrill would
6 expect. This is not the same company previously used.

7 **On a MOTION by Mr. Kish and a second by Mr. Baird, Grau and Associates was**
8 **selected for the next three years to be the District's independent auditor.**

9 **MANAGER'S REPORT**

10 **A. Engineering Services Agreement, Agnoli, Barber, and Brundage**

11 The Board previously selected the local firm of Agnoli, Barber, and Brundage as District
12 Engineer subject to contract terms. There has been a slight hangup with them over
13 insurance provisions. Mr. Pires had suggested increasing their professional liability
14 insurance to two million per individual claim, most of them were set at one million. They
15 do not currently have a two million claim and have customers such as the city of Naples
16 and Collier County who accept the one-million-dollar amount. They do not want to set
17 the precedence of increasing to two million dollars as their clients have historically been
18 fine with one million. Mr. Pires said that one million is reasonable coverage. **On a**
19 **MOTION by Ms. Hansen with a second by Mr. McNamee the Chairman was**
20 **unanimously authorized to execute the engineering services agreement with**
21 **Agnoli, Barber, and Brundage with a one-million-dollar per claim amount.**

22 **B. Mosquito Control Interlocal Agreement Status**

23 A proposal was received last month from the Mosquito Control District. Following that,
24 Mr. Dorrill sent correspondence back to the Executive Director to request a fee proposal
25 of what a typical application would cost so they could establish a budget for it. The
26 Director initially hoped to have it to him for the meeting today, but it has not yet been
27 received. Mr. Dorrill will stay on top of him to get that. Since the Mosquito Control
28 District uses aircrafts for application, Mr. Dorrill is trying to figure out what an aerial or a
29 ground treatment would cost in terms of an hourly rate or per application rate. He said
30 that it will obviously be substantially more than the CID has been paying. Mr. McNamee
31 added that it will hopefully be more effective. Mr. Dorrill hopes to receive that by
32 December 1st.

1 Mr. Truckey asked the Board to address Mr. Winters' question from earlier. Mr. Kish
2 shared that currently the mosquito control company is spraying three times a week, but
3 he thinks it is going down to two. They are currently spraying Monday, Wednesday,
4 Friday (depending on the weather and their ability to). Mr. Truckey asked to put a notice
5 out to the community sharing the time spraying will occur so people can plan their
6 outdoor activities accordingly. Mr. Sam Leishear commented that entomologists had
7 informed the community that the most effective time to spray is in the evening. He said if
8 the application time was changed to the morning it would reduce the effectiveness.
9 **Spraying will occur at sunset on Monday, Wednesday, and Friday, it may go down**
10 **to Monday and Friday.** Mr. Steve Gunther suggested posting the information to avoid
11 further issues.

12 C. Bank Services Proposal First Florida Integrity Bank

13 The current effective rate offered by First Florida Integrity Bank of Naples is 95% of the
14 US Treasury rate as it is reported daily in terms of the earnings on the funds. That
15 would be about 5.1% in today's analysis which Mr. Dorrill commented was very good.
16 They are a regional bank, but Naples based which is helpful from a service perspective.
17 Mr. Dorrill shared that all the different accounts, whether a money market account or
18 cash account, are earning the same amount of interest. Having a sweep account as
19 discussed at the last meeting would not be necessary under the current structure
20 because all of the different accounts are earning the same rate of interest. **On a**
21 **MOTION by Ms. Hansen and a second by Mr. Kish, Mr. Dorrill was authorized to**
22 **transfer the District's funds/bank services agreement to First Florida Integrity of**
23 **Naples Bank.**

24 D. Parcel 13 Development

25 Mr. Dorrill's company is in the process of uploading the entire petition that is on its way
26 to the County for people who might be interested to the CID website. It is about 300
27 pages long.

28 E. Resident Email Solicitation

29 Along with the next utility bill, a request will be given for people who want to voluntarily
30 give their personal email address for a District wide email list database which will be
31 used for communication purposes. There will be a disclaimer on the mailing that states
32 that once the information is received, it constitutes a public record. In the event
33 someone solicited and asked for the list, Mr. Dorrill's company would have to share it
34 with them. Mr. Pires is going to write this disclaimer. Residents will be able to go on the

1 POICID website and follow a link to the Munibilling website to add this information to
2 their account. Residents must opt in to share their email address. If a resident falls in an
3 exemption category for the public record, they will be able to denote that so that they
4 can share their email address and receive the communications, but their information
5 would not be shared as part of a public record request (an example of this would be
6 someone who was a firefighter or current/former prosecutor).

7 **F. Utility Rate Analysis Proposal**

8 As part of the work plan this year, there is a utility rate analysis scheduled to be
9 underway and under contract in January. Mr. Dorrill had hoped that Mr. Russ Weyer
10 would perform the work, but he does not have the capacity in his schedule to take it on.
11 Mr. Dorrill used the County's Utility Director to introduce him to the County's rate
12 analysis company. He hopes to have a proposal and agreement to present at the
13 December meeting. That way the work could begin in January and the results would be
14 returned before the budget workshop in May. The rate structure for the District's utilities
15 is unusual because the system is heavily subsidized with non-ad valorem assessments.
16 The firm that Mr. Dorrill contacted through the County has worked with the County for
17 over 25 years. They have never done any work in the District but are familiar with their
18 system.

19 Mr. Dorrill hopes to have an update regarding Munibilling ACH at the December
20 meeting. Mr. Dorrill also shared that new residents are not required to have a deposit on
21 file with the District. He suggested the Board may want to evaluate that moving forward.
22 He said it has never been a problem but since the rate structure is being looked at the
23 Board may want to consider it.

24 **FINANCIALS**

25 The preliminary and unaudited year end financials through the end of September 2023
26 were presented. There was almost \$4.4 million in cash across the operating and utility
27 funds. The separate money market account had about \$700,000. There were only
28 \$64,000 in payables. There was almost \$15,000 in interest earnings in the month of
29 September, a total year to date of \$165,000. The original forecast for the year was only
30 \$2,000. As discussed at prior meetings, the only real overages on the expense side
31 have to do with professional services for engineering and legal work. There were a lot of
32 billable hours for Mr. Pires during the initial Parcel 13 negotiations. The last few months
33 he has only been occasionally monitoring the situation.

1 There have been major utility equipment upgrades. There was a placeholder in both the
2 prior year and the new year's budget in anticipation of those purchases. The upgraded
3 equipment at the wastewater treatment plant will help with the DEP permit renewal.
4 Money from the general fund, which is the main cash account, is moved to the utility
5 fund to pay for those expenses. Year to date revenues for both water and sewer were
6 over budget. Irrigation water was under budget. Mr. Dorrill noted that the CID has an
7 exceptionally strong cash position for a community of its size. Mr. McNamee noted that
8 there is quite a bit to pay for with the cash on hand. Mr. Dorrill commented that the sale
9 of Parcel 13 gave the District a stronger cash position. **On a MOTION by Mr. McNamee**
10 **and a second by Mr. Baird the financials were unanimously accepted.**

11 UTILITY OPERATIONS

12 A. Equipment Delivery Status, WWTP Permit Renewal

13 Mr. Gilbert shared that the water plant and the wastewater plant met all the
14 requirements for the DEP permit renewal. The reuse station on the canal is working but
15 needs attention which has been known about and discussed for a while. The
16 wastewater plant treated 2.44 million gallons of water. The water plant made and sent
17 out 3 million gallons of water and distributed 7.9 million gallons of reuse. 960 gallons of
18 chlorine used in October compared to 900 gallons used the previous month. There were
19 a few calls about lift stations but the situation that was reported actually had to do with
20 the collection stations, so it was nothing to do with the lift stations, they were working.
21 No odor complaints were received this month.

22 Almost all the parts discussed in the estimates for the work that is going to be done
23 because of the DEP inspection and permit renewal have been ordered. Some of the
24 items are starting to be received except for the disc filter. Mr. Gilbert has not ordered
25 that yet because Hole Montes was retained to do the engineering for it, and he wants to
26 get their approval before he gets them to start building it. He does not foresee any
27 problems with that. Mr. McNamee asked Mr. Gilbert if he would rather work with the
28 new engineering firm on that. Mr. Gilbert asked if the new firm has a utility department
29 as Mr. Gilbert has not worked with a utility engineer from Agnoli, Barber, and Brundage
30 (ABB) before. Mr. Dorrill said that they do a lot of utility work, but he does not know if
31 they have done plant design work. He thinks they would probably sub out that work. Mr.
32 Dorrill said that he will follow up with ABB and ask them about this. Later in the meeting
33 Mr. Pires checked the ABB website and saw that one of the engineering services they
34 provide is called municipal utilities engineering and they did a master pump station in
35 the City of Naples Pump Station and are working on well projects for Collier County.

1 Hole Montes has already been in communication with the filter manufacturer. Mr.
2 Truckey noted that a lot of this upgrade work has been included in grants that he has
3 applied for on behalf of the District. The SCADA now has the ability to run cameras.
4 They were previously using ADP for the cameras, but Mr. Gilbert had some issues with
5 them. He would like to cancel that monthly service and use the cameras through the
6 SCADA which will cost nothing. Mr. Gilbert explained that everything at the plant is
7 computer driven. It is all run by SCADA, the one that was previously there was 12 years
8 old. New computer equipment was brought in and connected to control it. Before they
9 could only monitor remotely using it but now changes can also be made remotely. It is
10 all password protected so no one can hack it. The SCADA sends a notification to staff if
11 there are any issues. Mr. Truckey noted that the SCADA system is being covered by
12 one of the grants. It cost about \$90,000 and the money for that will be coming back to
13 the District.

14 **ATTORNEY'S REPORT**

15 Mr. Pires has a meeting set up next week with Attorney DeBoest who represents Stella
16 Maris. Regarding the records from Premier District Management and Cal Teague, in
17 response to the last letter Mr. Pires sent out along with a draft of the lawsuit he received
18 a share file of about 50 gigabytes that he is having difficulty opening. Therefore, he can't
19 tell whether or not everything in there is everything that should be there. What he wants
20 to do after he gets it open is send it to Mr. Dorrill and Mr. Carter and see if emails he
21 sent to Mr. Teague when Mr. Teague was the District Manager are in the files, that way
22 they know if they really sent over everything or not. Mr. McNamee also had problems
23 opening files on the flash drives they provided in the management turnover. Mr. Carter
24 has also tried opening the files Mr. Pires received with no luck. Mr. Pires will keep the
25 Board updated. Mr. Dorrill said that he will reach out to the County Clerk's IT person
26 who has assisted his company in the past for assistance on accessing these files.

27 Mr. Kish asked Mr. Pires about the Boat Slips. When he looked up the slips they are
28 listed as condominiums, and they are all homesteaded on top of that. He asked if in the
29 future when the utility analysis is completed, will the District be able to consider them a
30 condominium for utility rate purposes. Mr. Pires said they are a condominium and that it
31 is a good question for the rate consultant, how they should be treated moving forward.
32 Mr. Kish noted that the liveaboard boats are large and the non-ad valorem received
33 from them is \$300 which is less than a condominium pays. Mr. Pires explained that a
34 non-ad valorem assessment is based on the benefit accruing to the parcel. The benefit
35 received from the District to the parcel is allocated and it is different than rate fees or
36 charges for consumption or availability which are different utility considerations. He said

1 that is part of the analysis performed in the past, that the liveaboards have an impact on
2 the utility system such that X number of equivalent residential connections are assigned
3 on the utility side. This is another thing for the consultant to look at, how they are treated
4 from the equivalent residential unit perspective. Mr. Kish noted that the liveboard boats
5 have the greatest environmental impact and are not paying equivalent to the impact
6 they are having. Mr. Pires said that the impact on the waterways and water quality is
7 generally not in the jurisdiction of the District and the District does not engage in the
8 maintenance of the waters in the canal.

9 Mr. McNamee made a comment that when an expansion happened additional ERC's
10 were supposed to be purchased and he does not believe that ever happened. Mr. Pires
11 found a letter from Cal Teague on behalf of the District regarding this. He is going to
12 give the information to Mr. Dorrill and Mr. Carter to verify if there is an accurate number
13 of ERC's. Mr. McNamee said the marina is a cloudy area when it comes to ERC's and
14 you cannot tell who owns what as clearly as you can with other areas in the District. Mr.
15 Pires said that having an assessment or rate differential is what the rate consultant is
16 going to advise the Board on. The Florida legislature outlines the criteria of when
17 someone qualifies for a homestead exemption. Mr. Kish commented that the
18 homestead exemption is not in the individual property owners name but instead is in the
19 corporate entity's name and he does not understand how that entity is getting an
20 exemption for every single slip instead of the individual applying and qualifying for it
21 themselves. Mr. Pires said they will talk to the property appraiser about it as they are
22 the ones who determine the exemptions. Mr. Truckey requested Mr. Pires to check the
23 ERC's with the marina and if there were ever any to begin with when it was built. The
24 boat was found that caused both oil leaks and Mr. McNamee said that this second leak
25 was handled very well and the Dockmaster notified him immediately when it occurred.
26 Mr. McNamee believes that the cause of that has now been corrected.

27 **ENGINEER'S REPORT**

28 No report was given.

29 **OLD BUSINESS**

30 **A. Drainage Maintenance**

31 Ms. Hansen shared about drainage maintenance. She spoke to Soto yesterday. The
32 week following Thanksgiving is when they are going to begin to schedule work on the
33 swales. An unidentified audience member asked who is paying for the work. Ms.
34 Hansen shared that the CID is. The member questioned why the CID is and continued

1 that he thought it was the homeowner's responsibility. Mr. McNamee said that the
2 District maintains some and the homeowners maintain the others. Ms. Hansen said they
3 are only doing work on the District's swales. Mr. McNamee shared that the swales in the
4 backyards are the homeowners. The audience member asked whose responsibility it
5 would be to remove a tree planted by a homeowner in a CID right of way. Mr. McNamee
6 said that if it was found to be an issue it would be the homeowner's responsibility to
7 remove it. The audience member said that when there was a problem in the past where
8 the lateral swale at Windward Cay blew out the back of someone's house, the CID took
9 over the maintenance of all the swales. He said if they look at the meeting minutes
10 where it was discussed, they will see that there was a 5-0 vote to take over all the
11 swales. He said that occurred because it was desired to make sure that they were taken
12 care of correctly, in accordance with the SFWMD permit. Mr. Pires said that in his
13 professional opinion the District only has maintenance responsibility for the swales
14 listed in the District drainage easement, located in a District road right of way, or ones
15 the District has made an agreement to maintain. Joel Levy from Windward Cay said that
16 the CID assuming responsibility of all swales would be a Pandora's box and that some
17 of the swales do not even exist on a specified property and are instead in the Gulf. He
18 said doing what the District is doing now with the main drains is probably the best and
19 easiest solution to a lot of these drain issues. He said his neighbor's swale is in the
20 ocean and his seawall or pool is where the drain should be but is not because of where
21 the easement is, and it is just a mess. Mr. McNamee said that he would like to rescind
22 what the previous Board did at that prior meeting. Mr. Pires suggested that the Board
23 find those minutes and have that as an agenda item for discussion at the next meeting.

24 **B. Meeting Video/Zoom Consideration**

25 The Zoom meeting equipment was functioning much better at this meeting. The man
26 running the equipment thanked Mr. McNamee, Mr. Dorrill's company, and Dave Keiser
27 for the work they have done to assist in the success of it. He said that he would like the
28 Board to share their specific needs and desired services and then their company will put
29 forth a written proposal for consideration. The video will be able to be shared
30 immediately following the meeting. Mr. Dorrill said that it would be helpful if they could
31 have a base fee and then additional, non-essential features priced out separately when
32 they give the Board a fee proposal. He also asked if in the future they could work on
33 getting the videos posted on the District's YouTube channel.

1 **PUBLIC COMMENT**

2 Deborah Jensen - Sunrise Cay - Asked if the people who are listening remotely can
3 hear everything well. The man running the equipment said yes, he had checked earlier
4 and confirmed with someone who was streaming the last meeting and had issues with
5 the sound. He said if anyone is having an issue, they can email him at
6 naplesmeeting@gmail.com and he can see if they can address the issue. Mr. Truckey,
7 who was joining remotely, said that the video and audio are working much better than
8 last time.

9 Steve Gunther - Peacock Lane - Followed up with Mr. Dorrill about his meeting with the
10 County regarding the opportunity to turn over the U.S. 41 Median to them. Mr. Dorrill
11 said that him and Mr. Baird have had that meeting scheduled twice only to be
12 rescheduled by the Chairman of the County Commission. He said they have a tentative
13 date for December 11th via Zoom.

14 Mr. Gunther also noted that homeowners in the CID pay the same taxes as the rest of
15 the city of Naples but do not receive the same level of service for things like the roads.
16 He would like the Board to keep pressing the County for these services to be done.

17 Mitchell Holloway - Asked if sidewalk pressure washing was done because Orchid Cove
18 was not done. Mr. Truckey said they were only doing the sidewalks along Cays drive.
19 Mr. Truckey said that Stella Maris, for example, takes care of their own sidewalks.

20 An unidentified audience member said he thinks the Board needs to get the engineer to
21 look at the pipes from the well heads and most importantly the pipe from the water
22 treatment plant that goes to the residences. He said it is a concrete asbestos pipe and
23 Mr. Case is going to have to cut into it to get water to his project. The member said he
24 does not like the idea of a sixty-year-old, friable, concrete asbestos pipe being cut into
25 which could possibly put asbestos into the water that is coming to the residences. He
26 thinks that the Board needs to look at getting started on that portion. Mr. Truckey said
27 that the section of pipes that goes out to the well heads is leaking. They had another
28 test company come out and find the leaks. There are about 10 of them in that pipe so
29 the gaskets are leaking. They are in the process right now of moving forward with the
30 replacement of that pipe going out to the well heads because of the condition of that
31 pipe. Mr. McNamee was under the assumption the concrete asbestos pipe was going to
32 be replaced and moved over to union road. The resident said he does not think the
33 whole section was going to be done, just Mr. Case's section and the rest would be the
34 District's responsibility to replace. He said he thinks they need to be doing something

1 now before they get to the point of having to cut into that pipe. Mr. Pires said they will
2 put the agreement in the next agenda packet so they can see what the obligations are.
3 Mr. Truckey said sometimes with an asbestos concrete pipe the best thing to do is let it
4 be and to drop a new pipe. Mr. Truckey said maybe they could look with Mr. Case at the
5 replacement of this pipe and that could potentially get rid of their need to upgrade the
6 capacity of the pump station as directed by the engineer which could save the District
7 money. He also said he can look at including this work in a future grant application. Mr.
8 Truckey said he would like the new engineer to pick up the report on the pump station
9 and the capacity from previous District Engineer Dave Schmidt so they can determine
10 the need for that pump station. Once they get an engineer to look at the feasibility of this
11 and maybe estimate a dollar amount, they could try to get it into a grant next year. Mr.
12 Dorrill said the process is called hot tapping or wet tapping. The asbestos in those
13 circumstances would not be exposed to the air. Mr. McNamee said that even if that is
14 the case the replacement needs to be done.

15 Diane Fisher - Newport Drive - Followed up about the people seeking to live in real
16 estate office as discussed at the last meeting and thanked the Board for following
17 through with looking further into and handling that situation.

18 SUPERVISORS' REQUESTS

19 Mr. Baird looked at light poles that had overgrowth and contacted LCEC and was told
20 that cutting that back was not their responsibility. He is going to get a quote from Soto to
21 take down that overgrowth. Mr. McNamee asked if he could also ask Soto to check
22 lighting by the old realtor's office.

23 J.C. Sanchez was reached out to about the wall discussed at the previous meeting. Mr.
24 Gunther also reached out to him and heard back that he is planning to attend the
25 meeting in January.

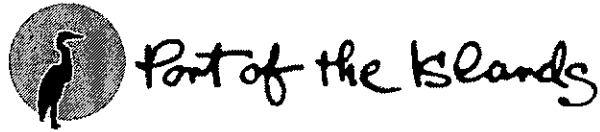
26 Ms. Carroll Williams made a list of code violations in the neighborhood that Mr. Baird
27 has passed onto Mr. Dorrill, Mr. Pires, and the rest of the Board. He said that Mr. Dorrill
28 should be sending it to the code enforcement people. Mr. McNamee said that what is
29 being brought up is the number of boats being parked in people's front yards. Mr.
30 McNamee said that Collier County Code Enforcement is the biggest violator in Port of
31 the Islands and won't police themselves so he does not know how far they will get with
32 them. Mr. Dorrill said that is on the agenda that he and Mr. Baird have submitted for
33 their meeting with the County, and they intend to get some action on.

1 **NEW BUSINESS**

2 Ms. Hansen got an estimate to wrap the four trees at Orchid Cove, two big trees and
3 two little trees in the right of way on Cays drive, and two trees where the hotel is with
4 festive, holiday lights. The estimate also includes getting two, lit, four-foot wreaths just
5 above the sign at the entrance. The estimate came out to \$3,500. The company puts
6 up, maintains, and takes down everything. Mr. McNamee said they can just take down
7 the wreaths at the end of the holiday season and leave the lights up. **On a MOTION by**
8 **Ms. Hansen and a second by Mr. Baird, the estimate to install these holiday**
9 **decorations was unanimously approved.**

10 **ADJOURNMENT**

11 The next meeting will be December 15, 2023, at 9:30 a.m. **On a MOTION by Mr.**
12 **McNamee and a second by Ms. Hansen, with all in favor, the meeting was**
13 **adjourned at 11:10 a.m.**



PORT OF THE ISLANDS COMMUNITY IMPROVEMENT DISTRICT
PORT OF THE ISLANDS WATER RECLAMATION FACILITY
FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION OPERATING PERMIT RENEWAL

**ENGINEER PROJECT UPDATE
NOVEMBER 9, 2023**

PROJECT SCOPE:

Prepare permit application package to renew the Port of the Islands Water Reclamation Facility FDEP operating permit FL0141704, which expires January 9, 2024. In accordance with rule Chapter 62-620 Florida Administrative Code (FAC), permit renewal packages must be submitted 180-days prior expiration no later than July 13, 2023.

PROJECT TEAM:

Permittee: Port of the Islands CID Representative District Manager, Dorrill Management [Kevin Carter], and District Engineer, Hole Montes, Inc. [David Schmitt, PE].

Lead Consultant: Hole Montes, Inc. [Dawn Barnard, Sr. Project Manager, Deb Hogue, Permitting Coordinator, and Jared Mellein, PE, Engineer of Record].

Subconsultant: RMA GeoLogic Consultants, Inc.: Omar Rodriquez, PE, PG.

PROGRESS UPDATE:

- October 23, 2023, a call, and a written follow up with FUS [Mitch Gilbert] regarding Item 5 (RAI) and FUS inquiring about permitting requirements for the proposed disk filtration system approved by POI CID BOS on October 20, 2023.
- October 23, 2023, telephone message left for FDEP (Jessica Douglas) inquiring if the FDEP would accept a PDR (proposed filtration system) during the Department's review of the permit renewal package, after the 1st RAI.
- October 24, 2023, second call to FDEP and follow up email to FUS [Mitch Gilbert].
- October 27, 2023, follow up email to FUS [Mitch Gilbert] and email to FDEP [Jessica Douglas] regarding submitting PDR mid-cycle.
- October 30, 2023, conference call with FDEP (Jessica Douglas) regarding permitting requirements for the proposed disk filtration system. The Department will accept a PDR mid-cycle, it must be submitted by 11/29/23 or request a time extension. Regarding item #5, a detailed schedule should be proposed, otherwise the FDEP will develop the schedule to procure, install and start-up equipment. FDEP requests a detailed list of the equipment that was approved to be purchased on October 20, 2023. **Note: A detailed list of the equipment that was approved to be purchased along with detailed schedule outlining when the equipment will be purchased, installed, tested and fully operational is needed no later than December 15, 2023.**

-
- October 31, 2023, HM [Barnard, Schmitt] received email from FUS [Gilbert] which included correspondence from Mr. Dan Truckey requesting HM provide a proposal for a PDR on the proposed filtration system.
- November 6, 2023, HM [Barnard] submitted request for time extension to FDEP.
- November 6, 2023, received approval on time extension from FDEP. RAI response due to January 24, 2024
- November 8, 2023, District Engineer [Schmitt] submitted proposal and work authorization for Preliminary Design Report [PDR] for the Proposed Filtration System to District Manager [Dorrill] for inclusion on November 17, 2023, Board of Supervisor meeting agenda. **NOTE: Approval needed by Board at the November 17, 2023, meeting to allow for timely completion and submittal to FDEP.**

UPCOMING ACTIVITIES:

- November 17, 2023, Port of the Islands CID Board of Supervisors meeting.
- November 17, 2023, start work on the proposed filtration system PDR if work authorization is approved. *
- November 20, 2023, submit DRAFT Capacity Analysis Report to District Manager for review and comment. **NOTE: Comments from District Manager and Contract Operations needed no later than December 15, 2023.**
- January 5, 2024, submit DRAFT Preliminary Design Report to District Manager for review and comment. * **NOTE: Comments from District Manager and Contract Operations needed no later than January 15, 2023.**
- January 24, 2024, RAI response due to FDEP.

Note: Item #7 in the Request for Additional Information [RAI] letter allows for the submission of an engineering report to increase the current blend ratio. FUS [Mitch Gilbert] requested the increase. HM [Mellein] will include in the response letter a request to place this item under Section VI. Schedules in the DRAFT permit to allow sufficient time for FUS to gather historical operational data and the BOS to retain the services of a professional engineer to prepare and submit the report to FDEP.

Port of the Islands CID

FINANCIAL STATEMENTS

October 31, 2023
(Unaudited)

Prepared by:
Dorrill Management Group Inc
5672 Strand Ct Suite 1
Naples, FL 34110-3343
Phone: 239-592-9115

**Port of the Islands CID
Balance Sheet
As of October 31, 2023**

Assets

	Operating	Water and Sewer	Total
Current Assets			
Checking Account - Operating	\$ 2,821,126.83	\$ 0.00	\$ 2,821,126.83
Checking - Water/ Sewer	0.00	769,425.07	769,425.07
Undeposited Cash (WS)	0.00	31,868.60	31,868.60
Accounts Receivable	0.00	83,207.42	83,207.42
Due To/From 001/202	0.00	(437,957.69)	(437,957.69)
Due To/From 001/202	437,957.69	0.00	437,957.69
Investments - Money Market Account	699,404.91	0.00	699,404.91
Prepaid Items	43,167.00	829.66	43,996.66
Total Current Assets	<u>4,001,656.43</u>	<u>447,373.06</u>	<u>4,449,029.49</u>
Property and Equipment			
Land	0.00	599,674.85	599,674.85
Infrastructure	0.00	15,531,541.33	15,531,541.33
Equipment and Furniture	0.00	287,662.07	287,662.07
Less Accumulated Depreciation	0.00	(7,972,667.38)	(7,972,667.38)
Net Property and Equipment	<u>0.00</u>	<u>8,446,210.87</u>	<u>8,446,210.87</u>
Total Assets	<u>\$ 4,001,656.43</u>	<u>\$ 8,893,583.93</u>	<u>\$ 12,895,240.36</u>

Liabilities and Fund Balance

	Operating	Water and Sewer	Total
Current Liabilities			
Accounts Payable	\$ 164,840.90	\$ 0.00	\$ 164,840.90
Other Current Liabilities	0.00	12,493.76	12,493.76
Utility Customer Deposits	0.00	20,502.50	20,502.50
Total Current Liabilities	<u>164,840.90</u>	<u>32,996.26</u>	<u>197,837.16</u>
Long-Term Liabilities			
Total Long-Term Liabilities	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Total Liabilities	<u>164,840.90</u>	<u>32,996.26</u>	<u>197,837.16</u>
Fund Balances			
Unreserved Fund Balance	3,842,412.70	9,007,551.59	12,849,964.29
Retained Earnings	(5,597.17)	(146,963.92)	(152,561.09)
Total Fund Balance	<u>3,836,815.53</u>	<u>8,860,587.67</u>	<u>12,697,403.20</u>
Total Liabilities and Fund Balance	<u>\$ 4,001,656.43</u>	<u>\$ 8,893,583.93</u>	<u>\$ 12,895,240.36</u>

Port of the Islands CID
Statement of Revenues & Expenses
For the Period Ending

October 31, 2023

General Fund

	Current Period		YTD		Variance	Annual Budget
	Actual	Budget	Actual	Budget		
Revenue						
Interest Income	\$ 15,495	\$ 13,667	\$ 15,495	\$ 13,667	\$ 1,828	\$ 164,000
Special Assmnts- Tax Collector	7,344	37,963	7,344	37,963	(30,619)	455,558
Interest - Tax Collector	0	10	0	10	(10)	120
Special Assmnts-Discoun	(143)	(1,500)	(143)	(1,500)	1,357	(18,000)
Other Miscellaneous Revenues	361	833	361	833	(472)	10,000
Total Revenue	23,057	50,973	23,057	50,973	(27,916)	611,678
Expenses						
Administrative						
P/R-Board Of Supervisors	500	500	500	500	0	6,000
Employment Taxes	38	33	38	33	5	400
P/R - Processing Fees	18	42	18	42	(24)	500
Profserv-Engineering	0	2,000	0	2,000	(2,000)	24,000
Profserv-Legal Services	2,219	2,083	2,219	2,083	136	25,000
Profserv-Mgmt Consulting Serv	3,750	3,750	3,750	3,750	0	45,000
Profserv-Property Appraiser	2,703	58	2,703	58	2,645	700
Auditing Services	0	292	0	292	(292)	3,500
Rentals & Leases	75	0	75	0	75	0
Postage And Freight	58	29	58	29	29	350
Insurance - General Liability	0	917	0	917	(917)	11,000
Printing & Binding	0	17	0	17	(17)	200
Legal Advertising	0	100	0	100	(100)	1,200
Special Services	750	333	750	333	417	4,000
Misc-Assessmnt Collection Cost	51	0	51	0	51	0
Misc-Assessmnt Collection Cost	0	600	0	600	(600)	7,200
Misc-District Website	200	200	200	200	0	2,400
Annual District Filing Fee	0	15	0	15	(15)	175
Total Administrative	10,362	10,969	10,362	10,969	-607	131,625

Port of the Islands CID
Statement of Revenues & Expenses
For the Period Ending

October 31, 2023

General Fund

	Current Period		YTD		YTD		Variance	Annual Budget
	Actual	Budget	Actual	Budget	Budget			
<u>Operations & Maintenance</u>								
Contracts-Field Services	0	833	0	833		(833)	10,000	
Electricity-Streetlighting	2,131	2,167	2,131	2,167	2,167	(36)	26,000	
R&M-Renewal & Replacement	0	417	0	417	417	(417)	5,000	
R&M-Grounds	0	1,667	0	1,667	1,667	(1,667)	20,000	
R&M-Storm Water Drainage	0	333	0	333	333	(333)	4,000	
Total Operations & Maintenance	2,131	5,417	2,131	5,417	5,417	-3,286	65,000	
<u>Landscape & Irrigation</u>								
Contracts-Landscape	7,560	7,500	7,560	7,500	7,500	60	90,000	
Utility-Irrigation	0	1,250	0	1,250	1,250	(1,250)	15,000	
R&M-Irrigation	4,701	833	4,701	833	833	3,868	10,000	
Total Landscape & Irrigation	12,261	9,583	12,261	9,583	9,583	2,678	115,000	
<u>Lakes & Ponds</u>								
Contracts-Lakes	0	133	0	133	133	(133)	1,600	
Total Lakes & Ponds		133		133	133	-133	1,600	
<u>Roads & Sidewalks</u>								
R&M-Signage	0	25	0	25	25	(25)	300	
R&M-Roads & Alleyways	0	750	0	750	750	(750)	9,000	
Total Roads & Sidewalks		775		775	775	-775	9,300	

**Port of the Islands CID
Statement of Revenues & Expenses
For the Period Ending**

October 31, 2023

General Fund

	Current Period		YTD		YTD		Variance	Annual Budget
	Actual	Budget	Actual	Budget	Budget	Budget		
<u>Mosquito Control</u>								
Contracts-Mosquito Treatment	3,900	917	3,900	917	917	2,983	11,000	
Contracts-Mosquito Spray	0	1,667	0	1,667	1,667	(1,667)	20,000	
R&M-Mosquito Control	0	42	0	42	42	(42)	500	
Total Mosquito Control	3,900	2,626	3,900	2,626	2,626	1,274	31,500	
<u>Capital Expenditures & Projects</u>								
Capital Outlay	0	8,333	0	8,333	8,333	(8,333)	100,000	
Contingency	0	21,471	0	21,471	21,471	(21,471)	257,653	
Total Capital Expenditures & Projects		29,804		29,804	29,804	-29,804	357,653	
Total Expenditures	28,654	59,307	28,654	59,307	59,307	(30,653)	711,678	

Other Financing Sources (Uses)

Other Sources

Use of Fund Balance \$ 0.00 \$ (8,333) \$ 0 \$ (8,333) \$ (100,000)

Other Financing Sources (Uses)

Other Sources

Other Uses

Revenue (Over) Under Expenses \$ (5,597) \$ (1) \$ (5,597) \$ (1) \$ (5,596) \$ 0

Port of the Islands CID
Statement of Revenues & Expenses
For the Period Ending

October 31, 2023

Water/Sewer

	Current Period		YTD		YTD	Variance	Annual Budget
	Actual	Budget	Actual	Budget			
\$	3,034	1,583	3,034	1,583	\$	1,451	19,000
Interest Income	0	7,083	0	7,083		(7,083)	85,000
Water Revenue	0	10,417	0	10,417		(10,417)	125,000
Sewer Revenue	0	12,917	0	12,917		(12,917)	155,000
Irrigation Fees	0	583	0	583		(583)	7,000
Meter Fees	16,810	86,895	16,810	86,895		(70,085)	1,042,738
Special Assmnts- Tax Collector	0	35	0	35		(35)	420
Interest - Tax Collector	(327)	(3,476)	(327)	(3,476)		3,149	(41,710)
Special Assmnts-Discounts	679	8	679	8		671	100
Other Miscellaneous Revenues							
Total Revenue	20,196	116,045	20,196	116,045		(95,849)	1,392,548

Expenses

Administrative							
P/R-Board Of Supervisors	500	500	500	500		0	6,000
Employment Taxes	38	33	38	33		5	400
P/R - Processing Fees	18	42	18	42		(24)	500
Profserv-Engineering	0	2,000	0	2,000		(2,000)	24,000
Profserv-Legal Services	2,219	2,083	2,219	2,083		136	25,000
Profserv-Mgmt Consulting Serv	3,750	3,750	3,750	3,750		0	45,000
Profserv-Property Appraiser	2,703	58	2,703	58		2,645	700
Auditing Services	0	292	0	292		(292)	3,500
Postage And Freight	0	17	0	17		(17)	200
Insurance - General Liability	0	917	0	917		(917)	11,000
Printing & Binding	0	17	0	17		(17)	200
Legal Advertising	0	83	0	83		(83)	1,000
Special Services	3,413	83	3,413	83		3,330	1,000
Utility Billing Postage & Supplies	2,550	417	2,550	417		2,133	5,000
Misc-Assessmnt Collection Cost	117	2,083	117	2,083		(1,966)	25,000
Office Supplies	0	8	0	8		(8)	100
Telephone - Utility Operations	307	333	307	333		(26)	4,000
Total Administrative	15,615	12,716	15,615	12,716		2,899	152,600

Port of the Islands CID
Statement of Revenues & Expenses
For the Period Ending

October 31, 2023

Water/Sewer

	Current Period		YTD		YTD		Variance	Annual Budget
	Actual	Budget	Actual	Budget	Budget	Budget		
<u>Water-Sewer Comb Services</u>								
Misc-Hurricane	7,098	0	7,098	0	0	7,098	0	70,000
Utility - Electricity	8,392	5,833	8,392	5,833	5,833	2,559	365,000	34,000
Contracts-Utility Operations	31,414	30,417	31,414	30,417	2,833	(83)	1,000	10,000
Contracts-Utility Billing	0	2,833	0	2,833	83	(83)	4,445	16
Contracts-Generator Maint	0	83	0	83	833	(833)	(584)	5,000
R&M-Lift Station	0	833	0	833	417	(417)	(267)	5,000
R&M-Potable Water Lines	5,278	833	5,278	833	150	(83)	(83)	1,000
R&M-Water Plant	3,349	3,333	3,349	3,333	1,667	(275)	(275)	20,000
R&M-Waste Water Plant	1,499	2,083	1,499	2,083	2,500	(567)	(567)	30,000
R&M-Sewer Lines	0	417	0	417	1,371	38	38	16,000
R&M-Instrumentation	150	417	150	417	1,250	(1,250)	(1,250)	15,000
Misc-Licenses & Permits	0	83	0	83	20,000	(20,000)	(20,000)	240,000
Compliance Sampling	1,392	1,667	1,392	1,667	73,915	-12,039	-12,039	887,000
Chemicals-Water Operations	1,933	2,500	1,933	2,500	61,876	61,876	61,876	73,915
Chemicals-Wastewater Operations	1,371	1,333	1,371	1,333	89,668	89,668	89,668	29,412
Sludge Disposal	0	1,250	0	1,250	29,412	29,412	29,412	29,412
Reserves - Water & Sewer System	0	20,000	0	20,000	89,668	89,668	89,668	60,256
Total Water-Sewer Comb Services	61,876	73,915	61,876	73,915	73,915	-12,039	-12,039	887,000
<u>Capital Expenditures & Projects</u>								
Capital Outlay	89,668	29,412	89,668	29,412	29,412	60,256	60,256	352,948
Total Capital Expenditures & Projects	89,668	29,412	89,668	29,412	29,412	60,256	60,256	352,948
Total Expenditures	167,159	116,043	167,159	116,043	116,043	51,116	51,116	1,392,548

**Port of the Islands CID
Statement of Revenues & Expenses
For the Period Ending**

October 31, 2023

Water/Sewer

	Current Period		YTD		Variance	Annual Budget
	Actual	Budget	Actual	Budget		
Revenue (Over) Under Expenses	\$ (146,963)	\$ 2	\$ (146,963)	\$ 2	\$ (146,965)	\$ 0



*Florida Utility
Solutions*

Wastewater Plant

Received and treated
2.59 million gallons in
November

Water Plant

Produced and
distributed 3.18 million
gallons in November

REUSE

Distributed 8.79 million
gallons in November

PORT OF THE ISLANDS CID

NOVEMBER 2023

MONTHLY PLANT OPERATIONS REPORT

DECEMBER 15TH, 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

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. Generator does not run.

- **Performance metrics:**

Wastewater Treatment Plant

- 2.59 million gallons of wastewater received and treated in November

Water Treatment

- Produced and distributed 3.18 million gallons in November

Reuse

- Distributed 8.79 million gallons in November

Performance Metrics	Current Month November 2023	Prior Month October 2023
Wastewater treated	2,593,072	2,447,712
Sludge disposed - gallons	0	0
Reclaimed Water Pumped	8,793,567	7,942,848
Odor Complaints	0	0
Number of line breaks	0	0
Auto Flushers Flushed	9	9
Meters Read	0	857
Meters Re-read	0	0
Consumables	Current Month	Prior Month
Chlorine Usage	980	960
Water Usage Complaints	0	0

Maintenance and Repair

Preventive Maintenance

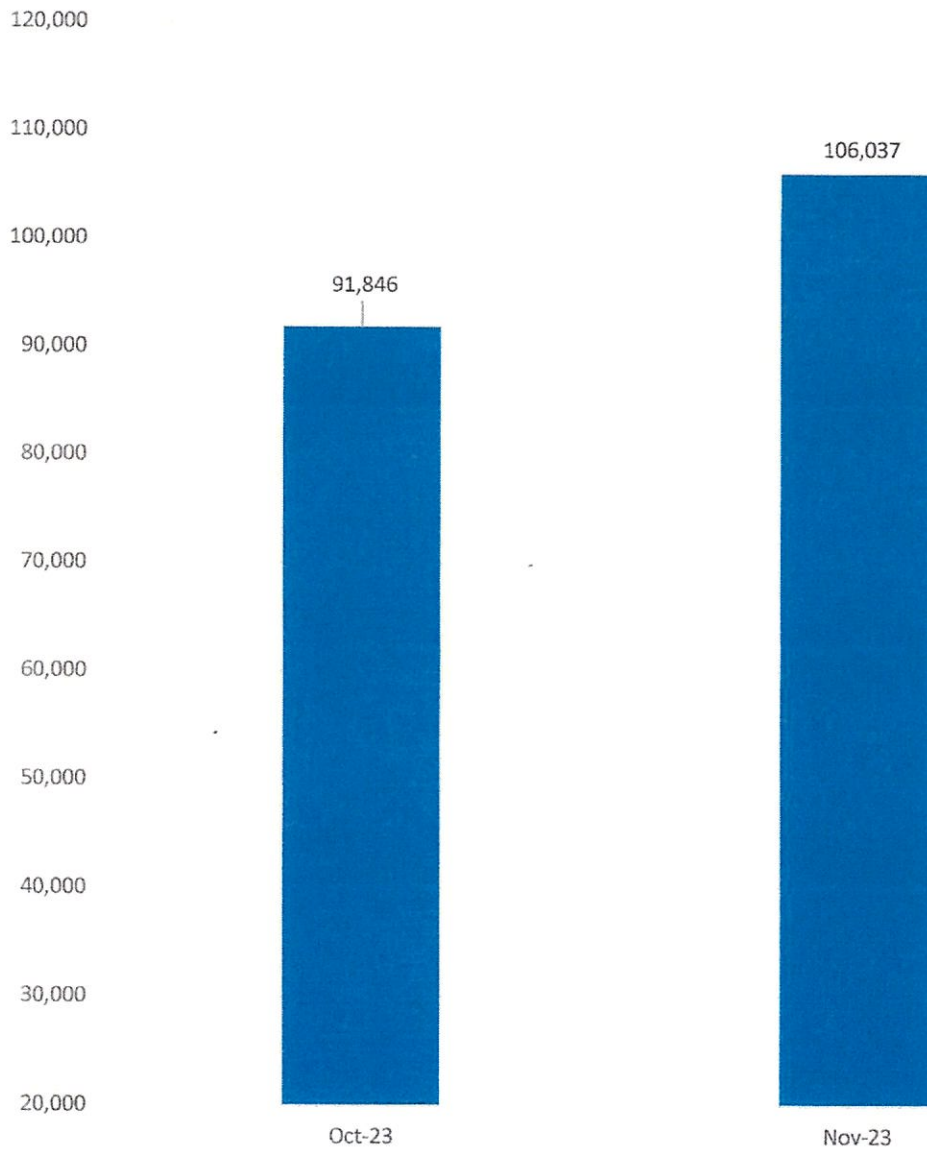
- Inspected all pump stations weekly
- Odor control weekly checks performed
- Parts have been ordered for approved estimates

Additional Maintenance

Health & Safety

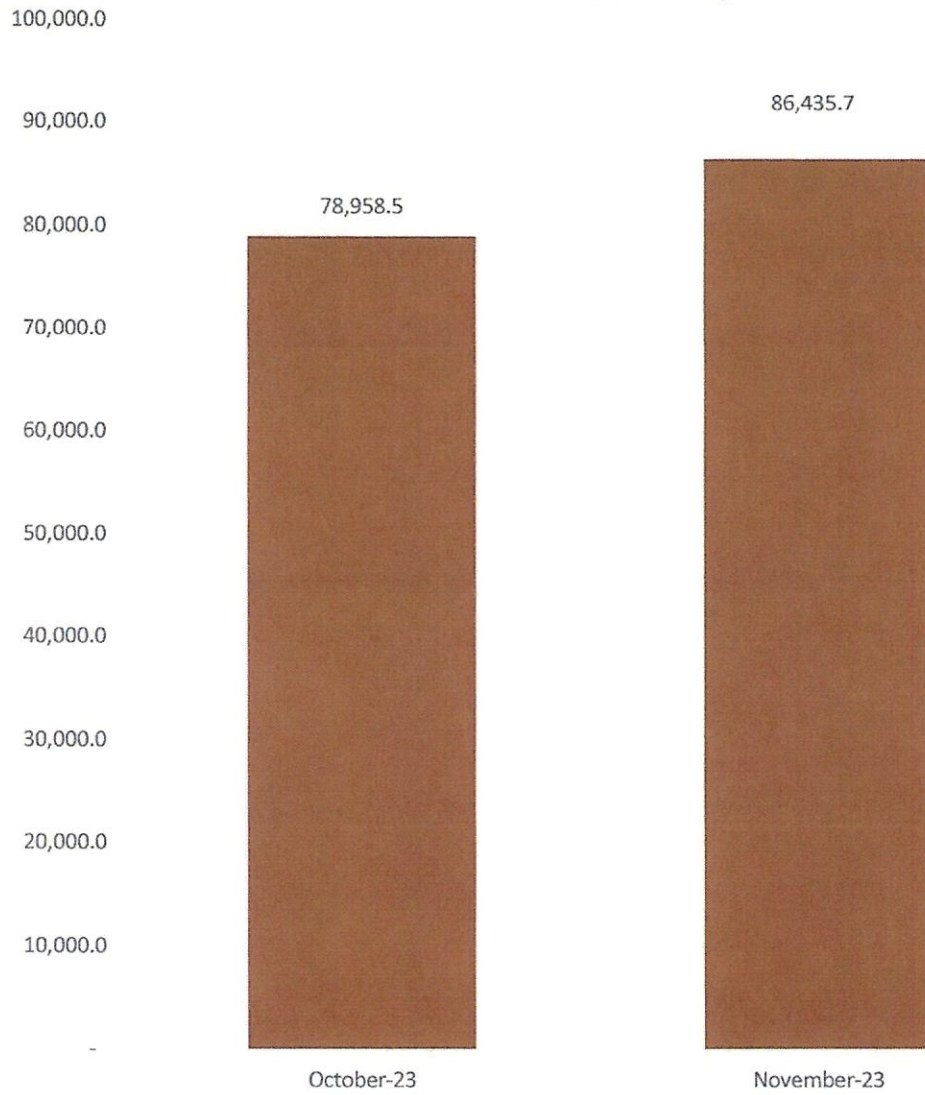
- Zero LTIs and OSHA recordable incidents occurred during the month
- Safety training includes daily tailgate talks concerning daily events –confined space, lightning safety, seatbelts, housekeeping, and other safety related concerns

Port of the Islands Daily Average Water Flow



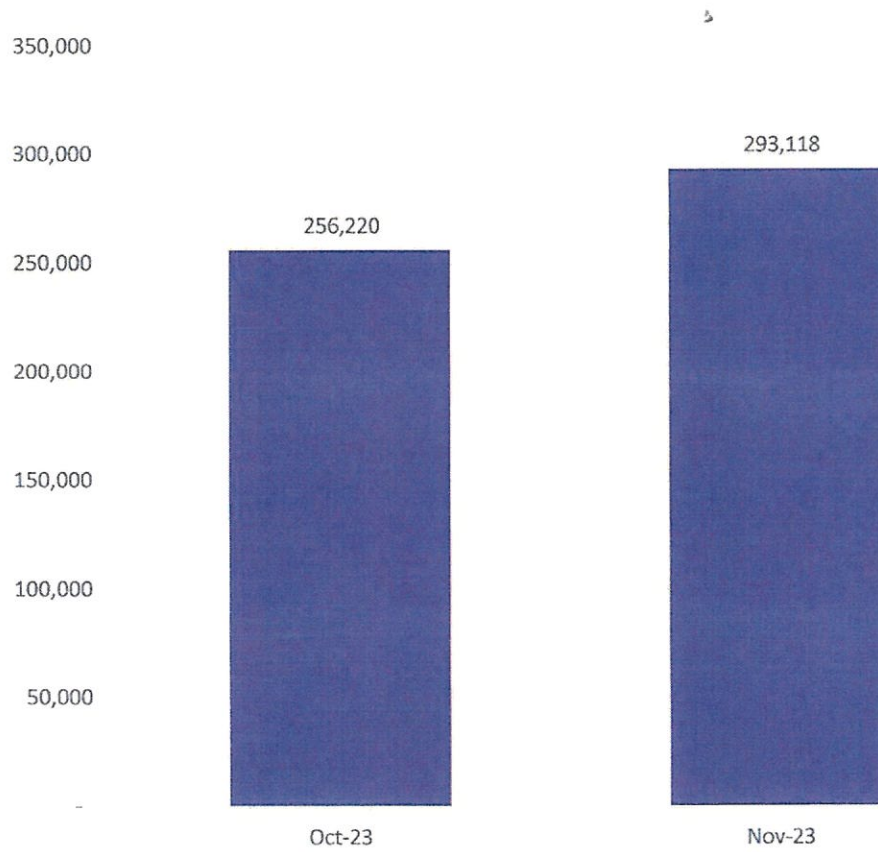
Port of the Islands Drinking Water Monthly Flow Average

Port of the Islands Wastewater Average Daily Flow



Port of the Islands Wastewater Monthly Flow Average

Port of the Islands Reuse Average Daily Flow



Port of the Islands Reuse Monthly Flow Average