



# **Port of the Islands**

## **COMMUNITY IMPROVEMENT DISTRICT**

January 17, 2025

# **MEETING AGENDA**

**PORT OF THE ISLANDS COMMUNITY IMPROVEMENT DISTRICT  
UTILITY RATE WORKSHOP & REGULAR BOARD MEETING**

**Board of Supervisors Agenda for January 17, 2025**

**Agenda**

Friday, January 17, 2025, 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.

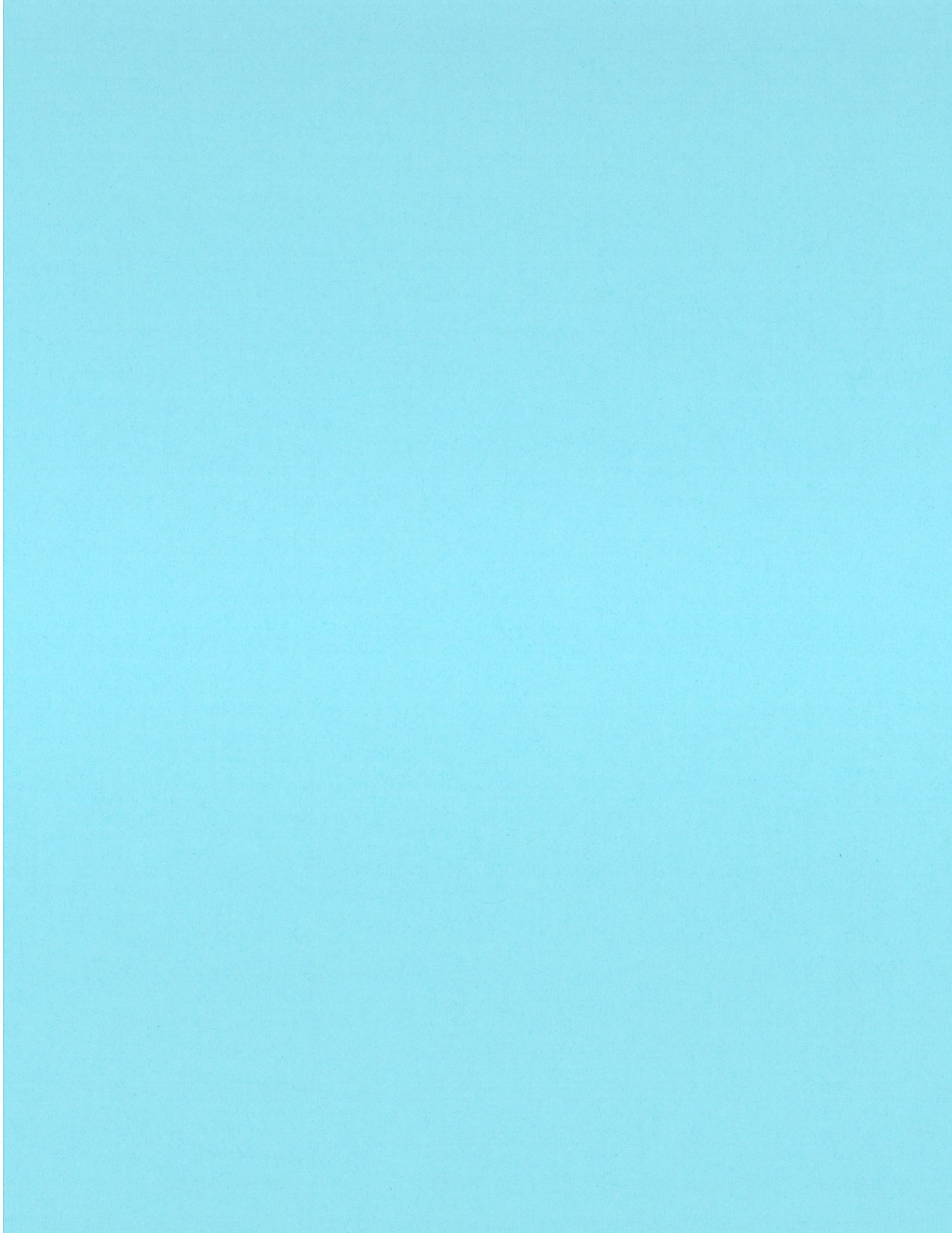
1. Pledge of Allegiance
2. Roll Call/Approval of the Agenda
3. Public Comments
4. Approval of Minutes – December 2024
5. Utility Rate Workshop – December 2024
  - a. Utility Operations
6. Manager's Report
  - a. Parcel 13 Utility Relocation
  - b. FEMA
  - c. SFWMD License Agreement
7. Financials – November 2024
8. Attorney's Report
9. Engineer's Report
10. Old Business

11. New Business

12. Supervisors' Request

13. Public Comments

14. Adjourn – Next meeting will be on February 21, 2025, 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                   December 20, 2024

5     The regular meeting of the Port of the Islands Community Improvement District Board of  
6     Supervisors was held on Friday, December 20, 2024, 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    Zach Lombardo, District Counsel  
17    Matt Gilinsky, Florida Utility Solutions

18    **PLEDGE OF ALLEGIANCE**

19    The pledge of allegiance was recited in unison.

20    **ROLL CALL/APPROVAL OF AGENDA**

21    Four Supervisors were present in person, establishing a quorum. Mr. Truckey appeared  
22    via Zoom. The meeting was convened at 9:30 a.m. The meeting was also properly  
23    noticed. The notice and affidavit are on file with the District Office at 5672 Strand Court,  
24    Naples, FL 34110.

25    **On a MOTION by Ms. Hansen and a second by Mr. Kish the agenda as presented**  
26    **and Mr. Truckey's full participation due to extenuating circumstances were**  
27    **approved, with all in favor.**

1 **PUBLIC COMMENT**

2 Mr. McNamee announced an event on December 31<sup>st</sup> at 1pm honoring Zach Ludwig  
3 and encouraged the community to attend it.

4 **APPROVAL OF THE MINUTES - NOVEMBER 2024**

5 Mr. McNamee gave changes to Mr. Dorrill prior to the meeting.

6 **The minutes were accepted as amended on a MOTION by Mr. McNamee, a second**  
7 **by Ms. Hansen, and all in favor.**

8 **UTILITY OPERATIONS - NOVEMBER 2024**

9 **A. Permit Updates**

10 All requirements were met, and the reuse pump is functioning as intended. A total of  
11 2.25 million gallons of wastewater were received and treated, 3.3 million gallons of  
12 water were produced and distributed, and 9 million gallons of reuse water were  
13 distributed. Additionally, 600 gallons of chlorine were used, and 857 meters were read.  
14 All pump stations were inspected weekly, and odor control checks were performed. All  
15 upgrades at the plant have been completed except for the filter, which is expected to  
16 arrive on January 16. The DEP granted an extension for this.

17 Ms. Hansen requested that utility staff check the meter box covers, as some have been  
18 reported missing. Mr. Dorrill is communicating with the hotel regarding a six-month-old  
19 receivable for an emergency repair done to an irrigation meter. The \$2,000 bill must be  
20 made current by the close of the day, or a 48-hour shutoff notice will be issued. Mr.  
21 Dorrill requested that utility staff coordinate this with Mr. Carter. Mr. Kish also requested  
22 water testing near the liveboards.

23 A blend ratio study on reuse water is to be done per the DEP's request. The three  
24 components of reuse water are treated wastewater, supplemental well water, and  
25 concentrate from RO. The study will ensure that the ratio of the blend is up to standard,  
26 and an additional study will address the well found to have high lead levels. Mr.  
27 McNamee asked if the utility staff is in possession of any plans that indicate easements.  
28 Mr. Gilinsky confirmed they have many maps at the plant, and Mr. McNamee expressed  
29 willingness to review them. Mr. Lombardo noted that Collier Clerk maintains the land  
30 records and offered his and his paralegal's assistance. Mr. Dorrill will coordinate with  
31 Mr. Lombardo's office and the civil engineer.

1 **MANAGERS REPORT**

2 **A. Utility Rate Workshop Collier County Utility Billing**

3 Mr. Dorrill confirmed the availability of the Utility Rate Consultant for a workshop at the  
4 beginning of the meeting next month on January 19.

5 **B. SFWMD License Agreement**

6 Mr. Dorrill provided an update on the SFWMD license agreement regarding the use of  
7 the parcel as a staging area for the manatee winter protection project. Mr. Lombardo  
8 drafted a revised license agreement, which includes additions such as hours of  
9 operation and a security deposit. The agreement stipulates that they will be responsible  
10 for paying for the inspection of the seawall before and after the project. A bond is  
11 typically used for construction work, and since this is only for staging and not  
12 construction, a security deposit is being proposed instead of a bond.

13 **C. FEMA Grants**

14 Mr. Truckey shared that some of the projects on the FEMA grant requests have been  
15 combined, with the storage tank and new well lines grouped together. The January 20th  
16 date is causing problems due to FEMA staff turnover that day. A couple of grants are in  
17 the final stages of being funded, and a lot of engineering work is underway. They had to  
18 move forward with water line engineering and are reviewing a lot of paperwork. Smaller  
19 projects are progressing, but they are still working on the larger ones.

20 **FINANCIALS - OCTOBER 2024**

21 Mr. Dorrill presented the financials as of October 31, marking the first month of the new  
22 fiscal year. The District had \$4.3 million in cash on hand, with \$3 million in the operating  
23 general fund and \$1.3 million in water and sewer funds. The District also had  
24 \$8,550,000 in fixed assets and \$12,882,000 in total assets. There was \$79,000 in  
25 payables with \$12,600 in interest earnings. Additionally, \$4,700 was received from non-  
26 ad valorem assessments, paid by the escrow agent prior to the tax bills being issued.

27 The SRF Loan requires an identifiable project. Mr. Truckey will brainstorm a project that  
28 would likely need to be paid out-of-pocket, rather than being covered by a grant. Mr.  
29 Lombardo suggested consulting the Florida Rural Water Association (FRWA), which  
30 specializes in identifying qualifying projects for communities. He clarified that the SRF  
31 fund covers wastewater, stormwater, or drinking water projects.

1 There is also the Resilient Florida Grant, which needs to be checked to determine if it  
2 applies to CDDs. This grant funding program enables engineers to create a resiliency  
3 analysis of an area, and once completed, grants can be issued under this DEP-  
4 managed program. One of the major focuses of the Grant this year is stormwater. Since  
5 the Resilient Florida Grant is state-funded, it tends to move faster than federal grants.  
6 Mr. McNamee noted that work included in grants cannot begin until the grant is officially  
7 received.

8 Kathy Oswald – Newport Dr – Ms. Oswald asked why assessed money was included on  
9 the tax bill if they were waiting on grants, and why the money wasn't being used. Mr.  
10 Truckey explained that there are multiple factors to consider, and they are indeed  
11 spending the money. Recently, funds were spent on updates to the water plant, some of  
12 which are grant-funded. Moving forward, they plan to adjust how they charge. A  
13 consultant suggested an 8% charge to meet the CIP, followed by a few years of 5%  
14 increases, until it returns to 3%. This year, they adjusted O&M charges to make them  
15 fair across the board, which was thoroughly discussed at the last meeting. To make  
16 charges more equitable, they had to change the way they charge, which resulted in  
17 some additional revenue. However, they are looking at an 8% increase next year to  
18 meet the CIP, which may not be necessary now due to this year's adjustments. Mr.  
19 Truckey emphasized the importance of considering the entire picture over multiple  
20 years, as there are many moving parts.

21 Mr. McNamee noted that, in the past, they were only assessing for the current year's  
22 bills, rather than creating a reserve fund for future projects or the CIP. Currently, the  
23 utility portion makes up the majority of the assessment, and they are working to move  
24 that portion to the water bill, so it is based on usage rather than being included in the tax  
25 bill.

26 **The financials were accepted on a MOTION by Ms. Hansen, a second by Mr. Baird,**  
27 **and all in favor.**

## 28 **ATTORNEY'S REPORT**

29 Mr. Lombardo shared that Premier District Management switched to an insurance  
30 carrier counsel and believes they have a productive way to potentially resolve the  
31 matter.

32 Regarding the Prepmac lawsuit mediation, it was not settled during mediation. It was  
33 suggested to make an offer of judgment, which is a settlement offer, as a tool to move



1 the case forward. The offer of judgment is for \$15,000. If accepted, it will resolve the  
2 lawsuit; if not accepted, attorney fees can be recouped.

3 **Ms. Hansen made a MOTION to make the \$15,000 offer with a second by Mr. Baird**  
4 **and all in favor.**

#### 5 **ENGINEER'S REPORT**

6 No engineering report was given at this time.

#### 7 **OLD BUSINESS**

8 No old business was discussed.

#### 9 **NEW BUSINESS**

10 No new business was discussed

#### 11 **SUPERVISORS REQUESTS**

12 No supervisors requests were made.

#### 13 **PUBLIC COMMENTS**

14 MI Homes representative Alan Gruber, Director of Land Acquisition, discussed their  
15 contract for Parcel 13 with the intent to investigate developing 109 single-family homes  
16 on the property. If they proceed with the purchase, they will acquire the property from an  
17 owner who has previously submitted site plans for approval to Collier County. MI Homes  
18 is using the same engineering firm, Grady Minor, which has completed their first  
19 submittal along with the submittal for the environmental resources permit to the water  
20 management district, with an extension into January.

21 Mr. Dorrill shared that they had asked the County to either convey the former hotel site  
22 to the District or issue a request for proposals from developers. The County seemed  
23 inclined to issue an RFP but was reluctant to give the land to the District due to the  
24 \$400,000 spent on demolition and remediation. Mr. Dorrill sent a follow-up request  
25 introducing Mr. Gruber to the County. Mr. Gruber noted that MI Homes is interested in a  
26 Phase 2 development for the area, with plans to convert the hotel density into single-  
27 family home density. The project engineer will investigate this possibility.

28 MI Homes also expressed interest in exploring an extension of the ERC payment to  
29 align with the closing date of the property. They are targeting a closing in June if they

1 decide to move forward. Mr. McNamee asked if they would pay the \$60,000 fee if the  
2 date were extended. Mr. Gruber replied that, while not ideal, they would consider it if  
3 something were proposed in writing.

4 Most of the homes MI Homes builds are one story, averaging 1,700 sq. ft., with the  
5 largest being 3,000 sq. ft. Mr. Dorrill requested a written ERC extension request to  
6 present to the Board at the next meeting. MI Homes is working on completing due  
7 diligence on the property and hopes to have all testing and evaluations done in the first  
8 half of January. One of the biggest concerns is the noise from the gun range.

9 Deb Jensen – Sunrise Cay – Ms. Jensen requested to see the covenants for Parcel 13  
10 and how they will apply to the new owner. She also asked if the community would have  
11 an opportunity to talk to the developer about what the new development will be like. Mr.  
12 Pires clarified that the covenants are on the deed and will still apply to the property; they  
13 are not specific to Mr. Case. The covenants will be posted on the website for community  
14 access.

15 Alan Zitto – Marina - Mr. Zitto asked about marina assessments and why it makes  
16 sense to equalize them, especially for individuals like him who do not use water or live  
17 aboard a boat. Mr. Truckey explained that this was a suggestion from the rate  
18 consultant. Mr. McNamee clarified that the assessments are for O&M and are not based  
19 on water usage. Mr. Dorrill made the point that the largest charge on the tax bill goes to  
20 the school district, even though very few children live in the District, yet everyone must  
21 contribute. Similarly, while people may have different levels of road usage, everyone still  
22 contributes because they all have equal access. This is what the O&M assessment  
23 covers. Florida has a uniform method for applying non-ad valorem assessments, and  
24 the District is required to follow this method.

25 John Thormann – Orchid Cove – Mr. Thormann stated that everyone's taxes have  
26 tripled and mentioned that Orchid Cove is not in favor of gates. He also asked if there  
27 are plans to sell Parcel B. Mr. Dorrill explained that the primary reason for the increase  
28 in tax bills this year is that the District was annexed into the Mosquito Control District for  
29 the first time, and a millage rate was applied based on the value of the home to support  
30 the Mosquito Control District. He also noted that the commercial property is not  
31 currently being marketed for sale.

32 \_\_\_\_\_ Cerda - 162 Newport Dr – Mr. Cerda asked how many ERCs were allocated to  
33 Mr. Case. Mr. Truckey explained that the previous board made a contract that  
34 addressed 100 ERCs for that property, payable over different years: 33% in year 3, 66%

Port of the Islands Community Improvement District - Minutes

December 20, 2024

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1 in year 4, and the remaining balance in year 5 of the contract. This was the agreement  
2 that Mr. Case originally signed. Mr. Truckey also noted that Mr. Case had already paid  
3 the \$60,000 to extend the ERC payment.

4 525 Newport Dr – A resident attempted to initiate the dredging program and reached a  
5 point where the state informed him that it had to be handled by the Governmental  
6 Board. He passed the information along to Mr. Dorrill to be kept as public records and  
7 distributed to the board.

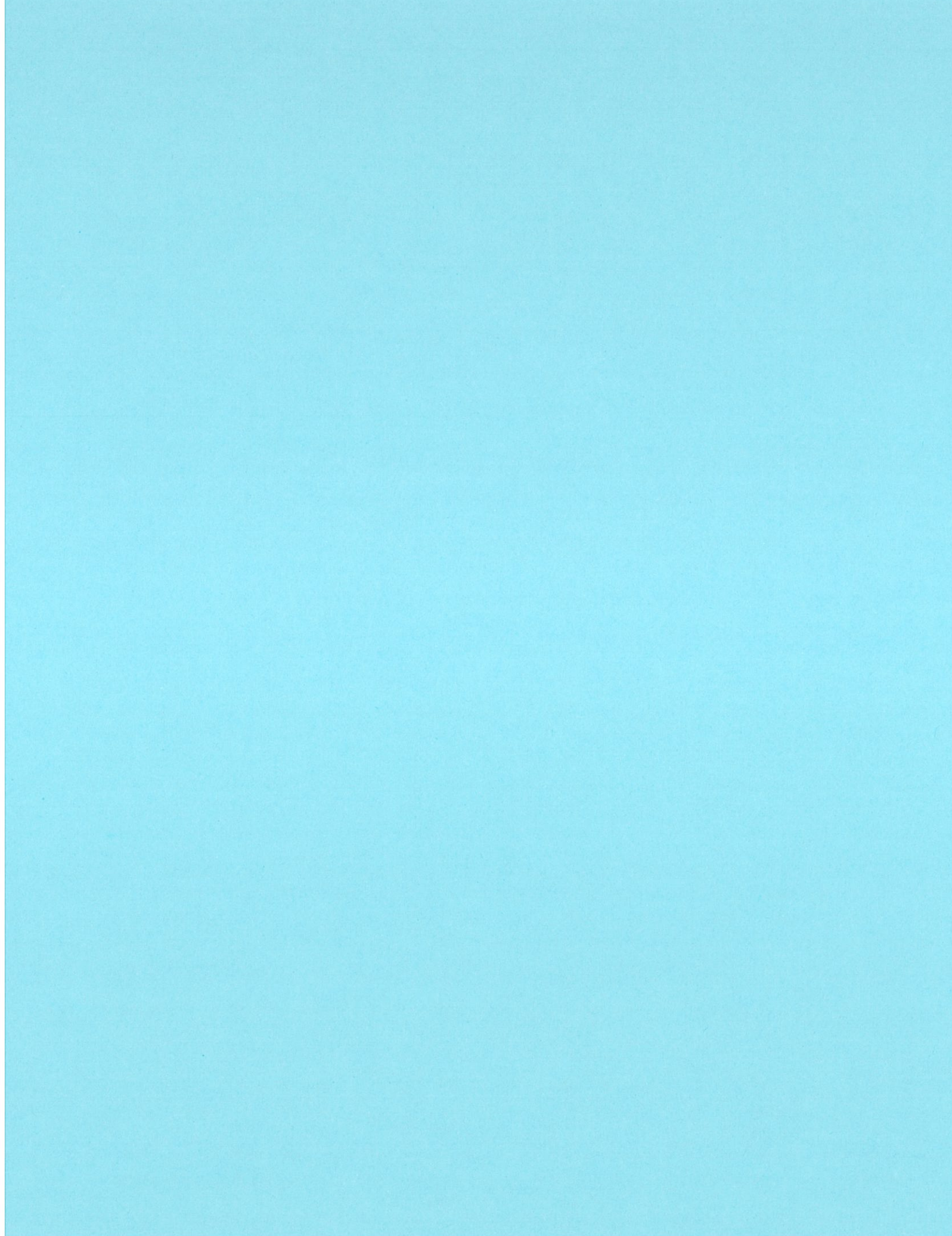
8 Michael Jura – Newport Drive – Mr. Jura asked about the average annual water  
9 consumption of a boat in comparison to a condo unit, hotel condo, and a home. Mr.  
10 Dorrill explained that the consultant was not asked to make a recommendation  
11 regarding having meters on boat slips. A board member expressed interest in gathering  
12 information about submetering for the meters already in place at the condominium. Mr.  
13 McNamee clarified that the current rules state that any customer of Port of the Islands  
14 must have a meter. While this has never been implemented, it is part of the existing  
15 rules. Additionally, a member of the dock community approached the board last year to  
16 inquire about installing individual meters on the boats.

17 Kathryn Kehlmeier – Newport Dr – Ms. Kehlmeier stated that it is unfair to group  
18 everything together. She pointed out that the previous board gave CID the authority to  
19 charge liveaboard boats over 40 feet an increase in taxes on the water and sewer side,  
20 and the current board has chosen not to consider that. She requested that Mr. Dorrill  
21 provide a breakdown of how much a single-family home pays on the water and sewer  
22 side.

23 Mr. Kish asked about the netting in the canals and since there are signs on the Newport  
24 side indicating that the Port of the Islands owns the other canals he asked if the netting  
25 can be stopped there. He mentioned that the workers throwing the nets do not  
26 segregate the catch; they throw the net and pull everything out, specifically targeting  
27 bait and chum fish from the bottom of the canals. Mr. McNamee asked why the Port of  
28 the Islands doesn't own the land beneath the canals. Kathy Oswald explained that her  
29 association divided the ownership between the Villas and the Condos. The Villas own  
30 the property under the canal and wanted them to pay the county to address any issues.  
31 Mr. Cerda clarified that the Villas own the land beneath the canals to have the option to  
32 add docks. In order to build docks they also became responsible for removing any  
33 invasive species in the protected area. Mr. Lombardo will research the underlying canal  
34 ownership that Mr. Kish and Mr. McNamee mentioned. He noted that this is a question  
35 of ownership and entitlement and will report back in January.

1 **ADJOURNMENT**

- 2 The next meeting will be on January 17, 2024, at 9:30 a.m. **On a MOTION by Mr.**  
3 **McNamee and a second by Mr. Kish, with all in favor, the meeting was adjourned**  
4 **at 11:21 a.m.**





*Florida Utility  
Solutions*

## **PORT OF THE ISLANDS CID**

**DECEMBER 2024**

## **MONTHLY PLANT OPERATIONS REPORT**

**JANUARY 17TH, 2025 BOARD MEETING**

### **Wastewater Plant**

Received and treated  
2.03 million gallons in  
December

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### **Water Plant**

Produced and  
distributed 3.49 million  
gallons in December

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### **REUSE**

Distributed 11.53 million  
gallons in December



### **FLORIDA UTILITY SOLUTIONS**

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

239-435-0951

[www.floridautilitysolutions.com](http://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

- 2.03 million gallons of wastewater received and treated in December

Water Treatment

- Produced and distributed 3.49 million gallons in December

Reuse

- Distributed 11.53 million gallons in December

Performance Metrics	Current Month December 2024	Prior Month November 2024
Wastewater treated	2,030,660	2,254,228
Sludge disposed - gallons	0	0
Reuse Water Pumped	11,525,031	9,084,588
Odor Complaints	0	0
Number of line breaks	0	1
Auto Flushers Flushed	9	9
Meters Read	857	857
Meters Re-read	0	0
<b>Consumables</b>	<b>Current Month</b>	<b>Prior Month</b>
Chlorine Usage	700	600
Water Usage Complaints	0	0

## Maintenance and Repair

### Preventive Maintenance

- Inspected all pump stations weekly
- Odor control weekly checks performed
- Work continues on plant upgrades and repairs that were previously approved

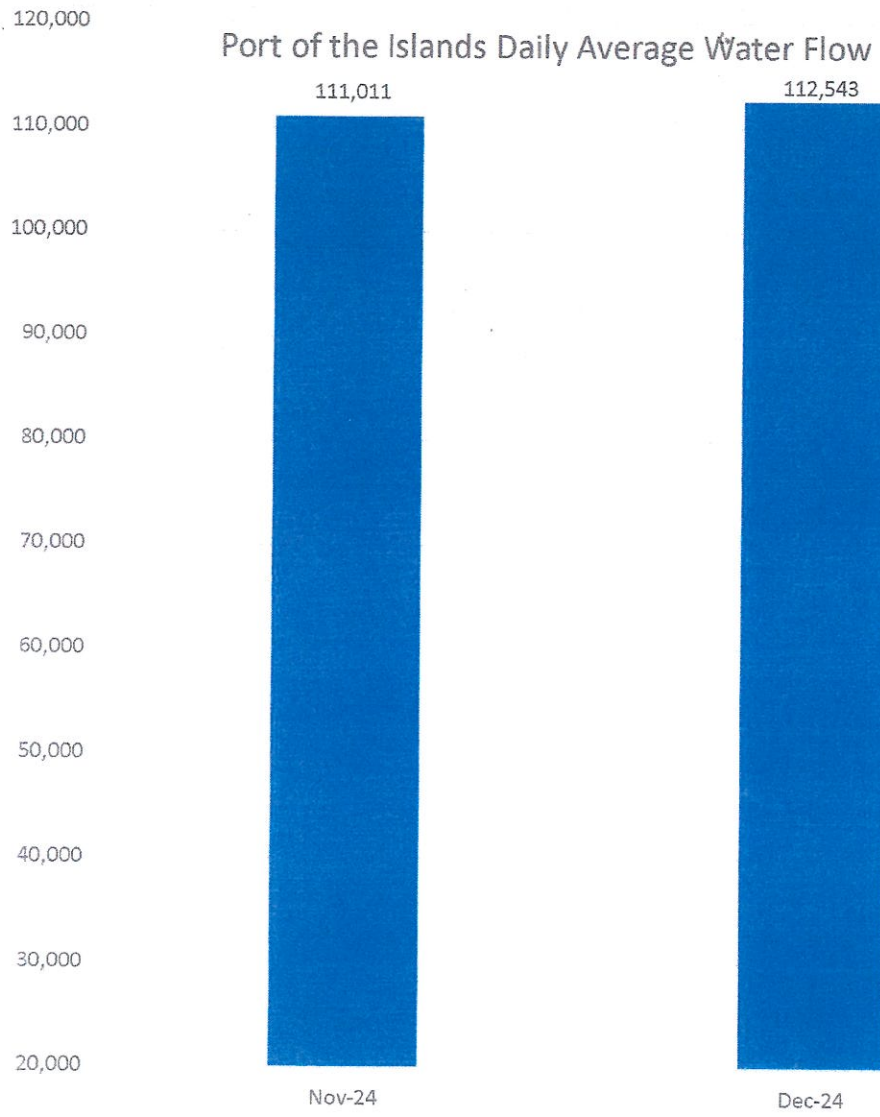
### Additional Maintenance

- Replaced the hot water heater
- Replaced the sediment pre-filters
- Replaced the drinking water analyzer at the chlorination tank

## Health & Safety

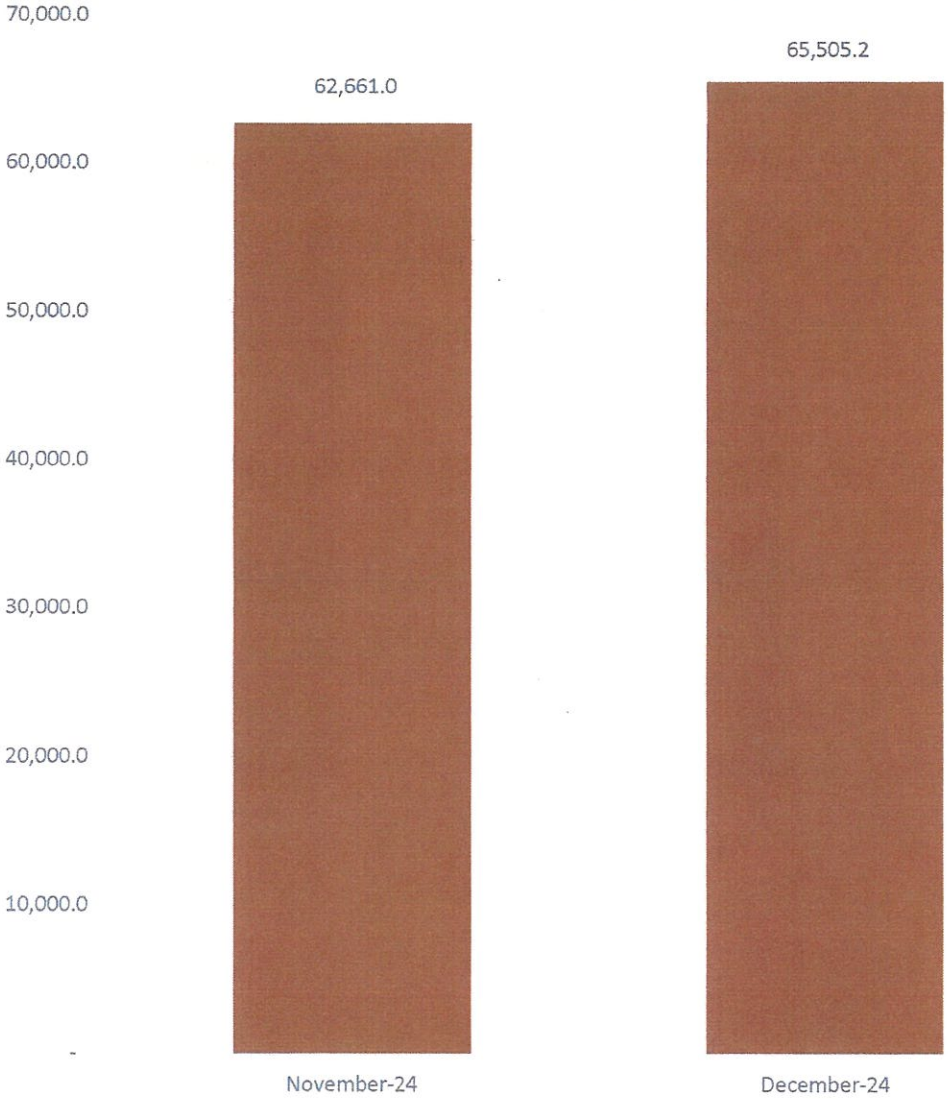
- Zero LTIs and OSHA recordable incidents occurred during the month
- Safety training includes daily tailgate talks concerning daily events –confined space, lightning safety, seatbelts, housekeeping, and other safety related concerns





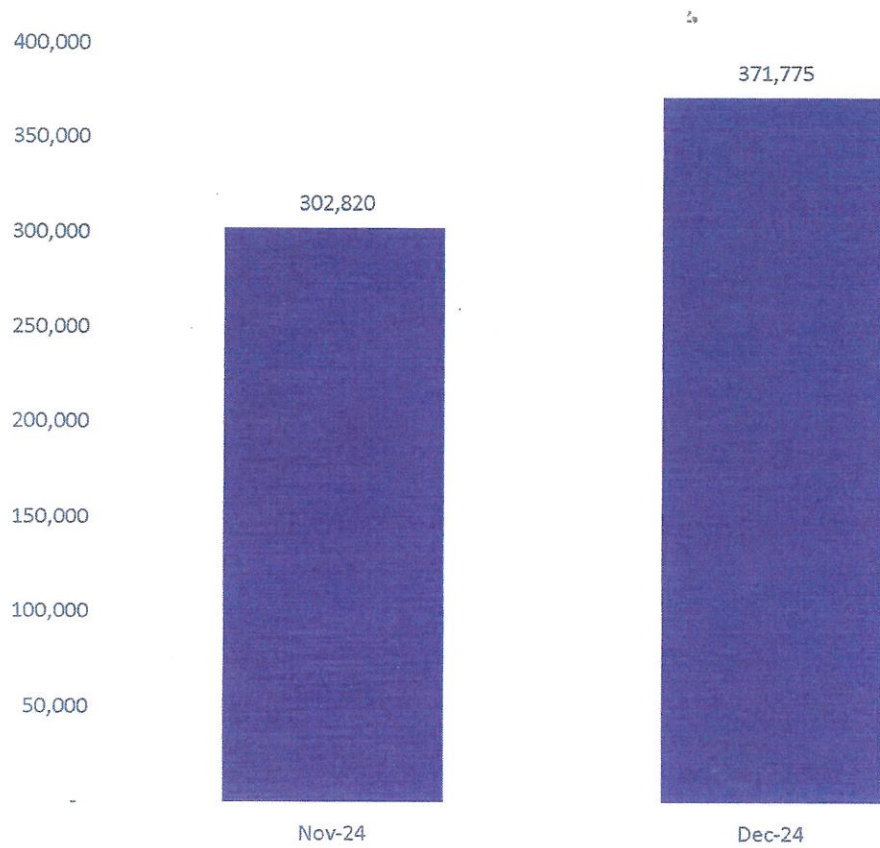
## Port of the Islands Drinking Water Monthly Flow Average

### Port of the Islands Wastewater Average Daily Flow

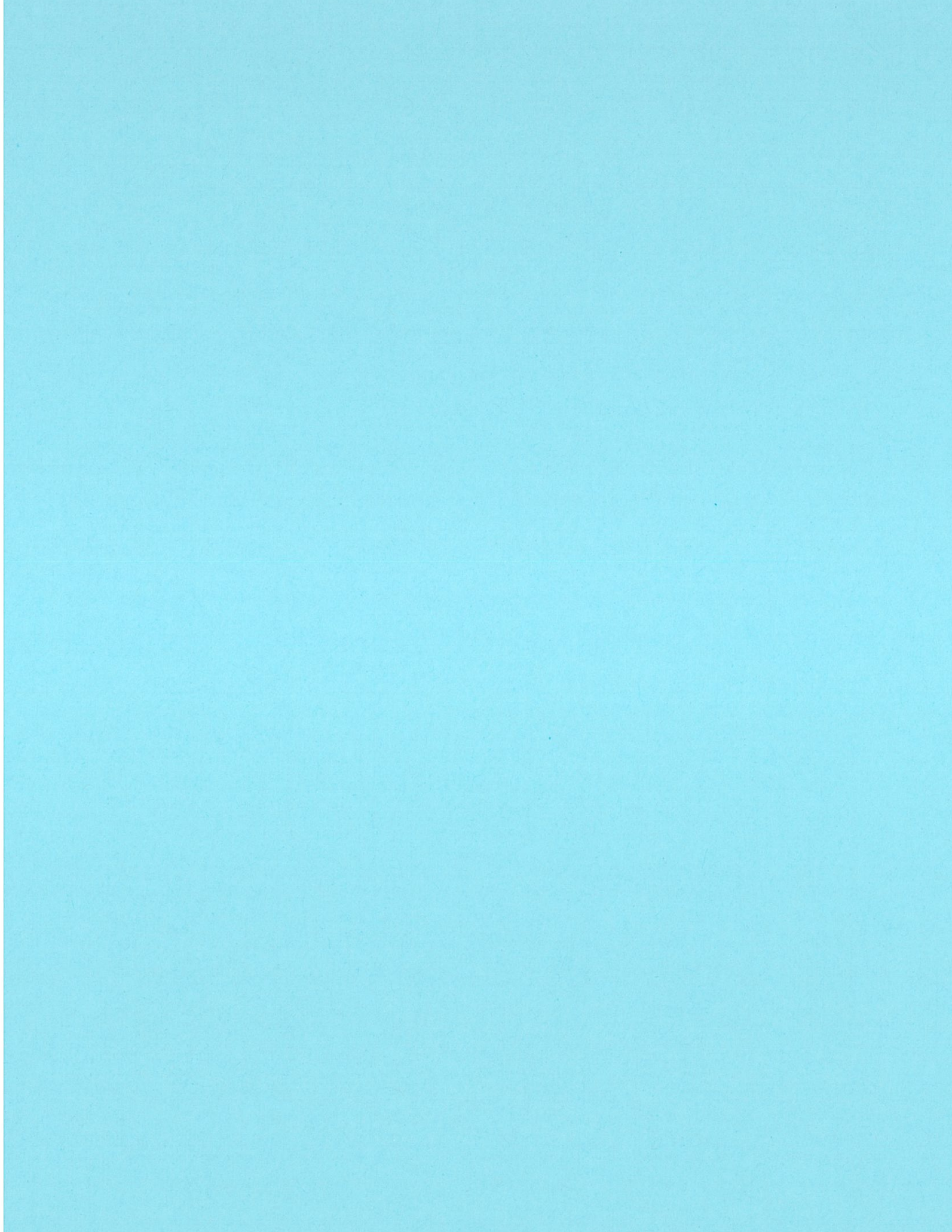


### Port of the Islands Wastewater Monthly Flow Average

## Port of the Islands Reuse Average Daily Flow



## Port of the Islands Reuse Monthly Flow Average



Memorandum

Date: 11/07/2024

To: POICID Supervisors

From: W. Neil Dorrill, District Manager



Re: Winter Utility Rate Workshop

Earlier this summer, the Board received its utility rate analysis report from Raftelis. I have attached the Executive Summary of that report for your review. At your June meeting, the Board discussed setting a date for a community in season workshop.

I would suggest setting a date now in order to schedule that meeting and provide notice on the website.

Sincerely,

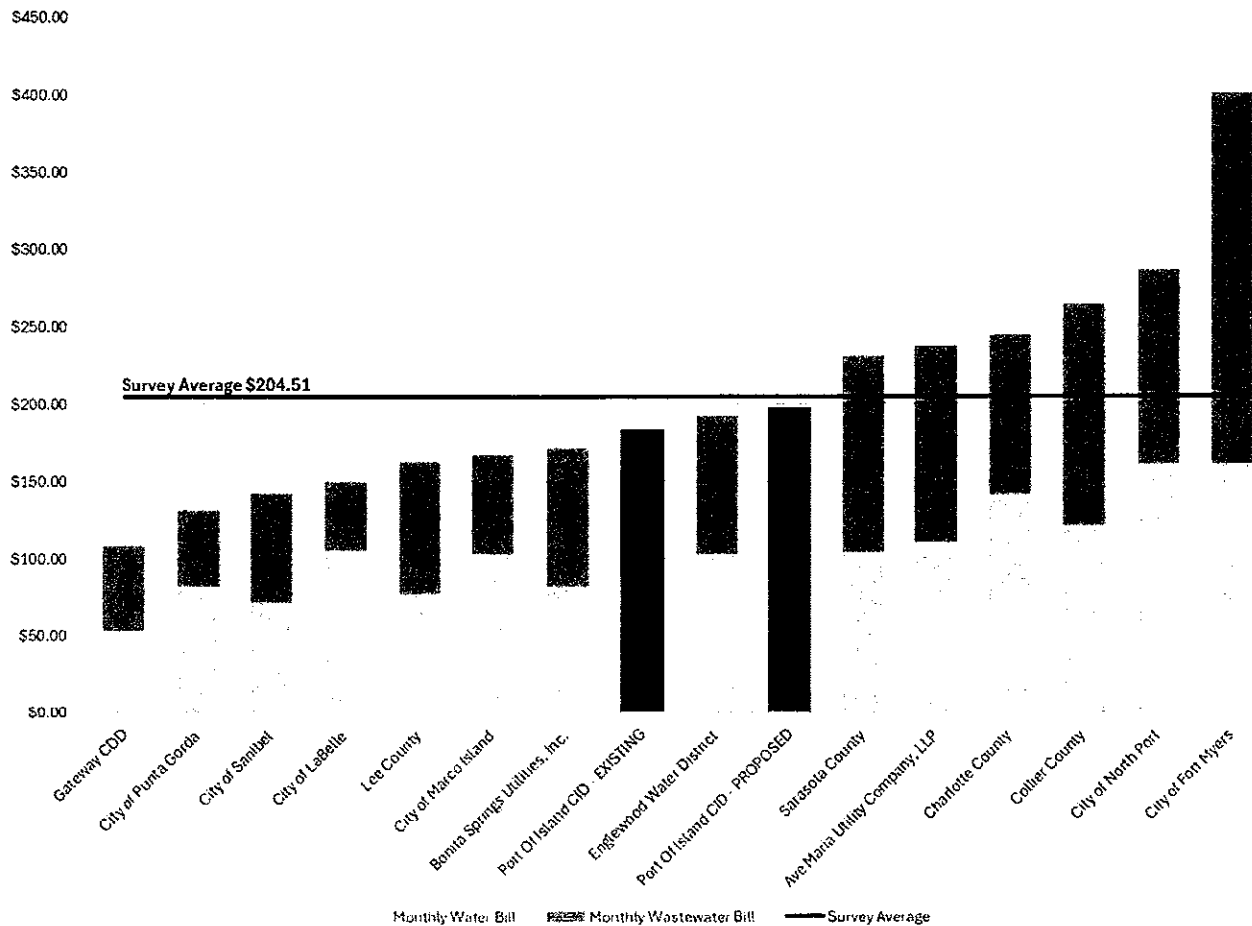
W. Neill Dorrill, District Manager.

# **PORT OF THE ISLANDS CID**

## **2024 Revenue Sufficiency and Rate Analysis – Water, Wastewater, and Irrigation Systems**

**JUNE 7, 2024**

**Figure 3 – Comparison of Monthly Single-family Water and Wastewater Bill at 4,000 Gallons of Domestic Water and 11,000 Gallons of Irrigation Water Usage**

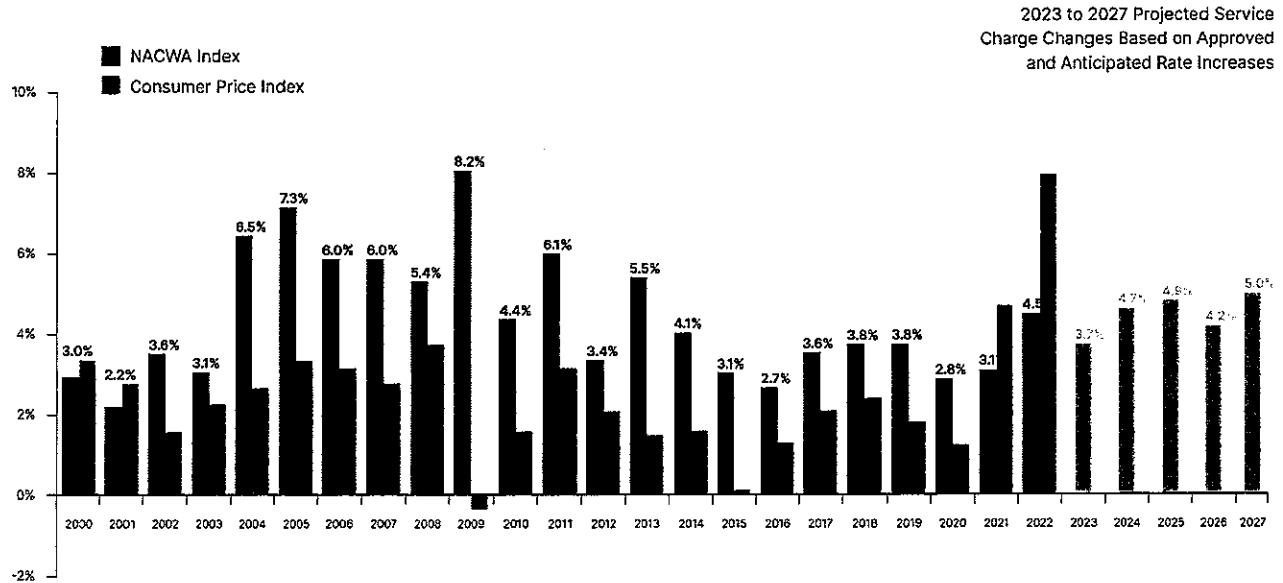


As can be seen above, when recognizing an allowance for discretionary water use for irrigation demands, the District rates appear to be more comparable to the other surveyed utilities.

It should be noted that most of the utilities shown in the comparison above are planning rate adjustments to be made effective during the next 12 months. If one were to recognize the anticipated rate adjustments for the other surveyed utilities, the comparison would become more favorable for the District. The need to increase rates for utility service is an issue in both Florida and nationally based on our conversations with several other utilities in Florida and information published on a national perspective regarding the needs for future rate adjustments. The table below provides a national indication of the recent trends in rate adjustments (referred to as the NACWA Index, which is based on a composite of 174 utilities serving 104 million people) as compared to the consumer price index, all as published by the National Association of Clean Water Agencies (“NACWA”). As can be seen below, NACWA reports that the adjustments to rates has most recently outpaced inflation for many years and a forecast in rate adjustments ranging from 3.0% to 4.6% over the next five (5) years is anticipated (note that this is a 2023 comparison, the most recent year has not been published at this time). The projected increases for the District utility system over the next three (3) fiscal years as shown above is representative to the projected increases as identified by NACWA and tends to illustrate the overall general reasonableness in the rate adjustments being proposed for the District’s System.

Figure 4 –NACWA Annual Change in Cost of Clean Water

**Annual Change in Cost of Clean Water**  
Index vs. Inflation



## Financial Considerations and Performance

Included as part of the development of the financial forecast and the review of the overall sufficiency of System revenues is an evaluation of the projected financial position of the System. This evaluation includes the development of certain ratios and the review of financial performance indicators to evaluate “where the System is anticipated to be financially.” The analysis includes a series of charts and figures prepared to provide the District a visual representation of the financial and statistical trends in the selected financial ratios or benchmarks anticipated for the System over the Forecast Period. The following is a brief description of the financial ratios evaluated by Raftelis on behalf of the System.

### Debt Service Coverage

As previously mentioned, it is anticipated that the District will need to secure external financing to fund a portion of the CIP. Generally, as a condition of the borrowing, an agreement between the borrower (District) and the lender will be required to delineate the terms and covenants of the borrower. This agreement may be in the form of a bond resolution or trust indenture, bank loan agreement, loan agreement with the Florida Department of Environmental Protection, other some other form of agreement. Usually, the agreement will have a rate covenant that requires that the Net Revenues of the System (i.e., total revenues from operations less operating expenses) will be in excess of the debt payment by a minimum amount (referred to as “debt coverage”). A common minimum debt coverage ratio would range between 1.20× to 1.35× the annual debt payment for a small system.

We have recognized a minimum debt service coverage ratio of 2.0× annual debt service payment for the financial forecast. This is considered as a strong coverage ratio by the credit rating agencies (e.g., Moody’s Investor Service, Fitch Ratings, etc.) and is a positive target for a small system such as the District as it positions itself to borrow monies in the near future. Table 1C at the end of this Report summarizes the ability of the



projected System Net Revenues to meet the targeted rate coverage ratio. As can be seen on Table 1C and as summarized below and assuming the full implementation of the rate plan identified in this report, it appears that the proposed rates will provide sufficient resources to meeting the operations and maintenance expense requirements of the System, fund the projected capital needs as identified in the District’s capital improvement plan, and provide an adequate debt coverage ratio to attract external funding for CIP financing activities.

As can be seen on Table 1C at the end of this Study and as shown below, it is anticipated that the Net Revenues derived from System operations will be sufficient to meet the rate covenant requirements as defined in the Bond Resolution assuming the continued implementation of the District-approved rate phasing plan.

**Projected Debt Service Coverage – Forecast Period [1]**

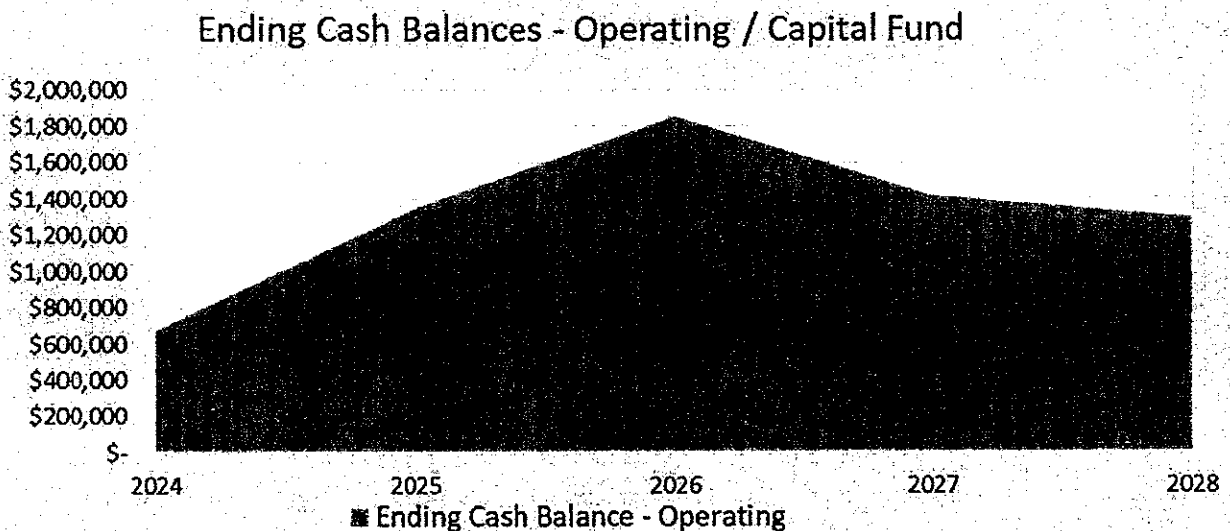
Fiscal Year	Minimum Target – 200% [1]	Minimum Target Met
2025	n/a	n/a
2026	3.59%	Yes
2027	4.09%	Yes
2028	2.57%	Yes

[1] The minimum target is recommended by Raffelis to maintain or promote a favorable bond credit rating.

**Operating Fund (Working Capital) Balance**

An important component of the evaluation of the System is the resulting ending Working Capital / Operating Reserves cash or liquidity position of the System since it indicates the ability of the utility to fund short-term unforeseen expenditures or revenue shortfalls and reduces the overall financial risk of the utility. The estimated cash flow (deposits and withdrawals) to the account are shown in detail on Table 1D at the end of this report.

Figure 5 – Ending Cash Balances – Operating/Capital Fund



As can be seen above and assuming the implementation of the recommended rate adjustments, the Operating / Capital Reserve cash balances for the System are anticipated to achieve the targeted ending cash balance over the Forecast Period, which was set at a minimum target of 250 days of operating expenses for the purposes of this evaluation. The targeted 250 days operating reserve balance is generally looked as being favorable by credit rating agencies but is considered as being at the lower end of the days of cash (note that it does not include capital funds). Any unrestricted funds above the minimum target level would be available for any System purpose, including increased major maintenance or additional capital project funding that may periodically occur, and also serves as a hedge in case of any extraordinary event that may occur that would affect operations or rate revenue collectability (e.g., a significant storm event).

## Proposed Rates for Utility Service

The District currently charges the base facility (fixed) charge as a non-ad valorem assessment as provided by Florida Statutes, Chapter 197. This charge currently accounts for approximately 70% of the total rate revenue of the System. The District Board is considering adjusting this method of cost recovery from a non-ad valorem assessment that is billed to property owners to a meter-based system that is billed to the customers of the System on a basis consistent with the billing of the water and wastewater flow charges. In many instances the utility account and the owner of the property are consistent (primarily in the single-family residential and commercial customer service types) but there are many property owners that do not directly receive a utility bill that pay the base facility charge (primarily master-metered accounts such as condominiums where the units are separately owned but the utility flow charges are billed to a Home Owners Association or its equivalent).

In the establishment of the proposed meter-based rate alternative, the following assumptions were made:

- The current base charge cost recovery (i.e., the non-ad valorem assessment) would be allocated between water and wastewater on an equal (50% / 50%) basis and no base charge would be allocated to the irrigation system at this time (no detailed fixed asset data was available to provide a basis for the allocation of costs among all utilities so an equal allocation among the primary utilities was assumed).
- The base charges would be based on the size of the meter serving the current customer account and would recognize certain meter equivalent factors predicated on the instantaneous demand relationships of the meters, which is used by the Florida Public Service Commission and the Collier County Water and Wastewater Authority in the regulation of non-exempt private utilities and many public utilities throughout the State. This rate structure is also consistent with the current structure used by Collier County for its retail customers served by the Collier County Water-Wastewater District (the "County Utility"). The meter equivalent factors would be as follows:

(Remainder of page intentionally left blank)

### Meter Equivalent Factors

Meter Size	Meter Equivalent Factor [1]
5/8-inch	1.0
3/4-inch	1.5
1-inch	2.5
1 1/2-inch	5.0
2-inch	8.0
3-inch	15.0
4-inch	25.0
6-inch	50.0
8-inch	80.0
10-inch	115.0

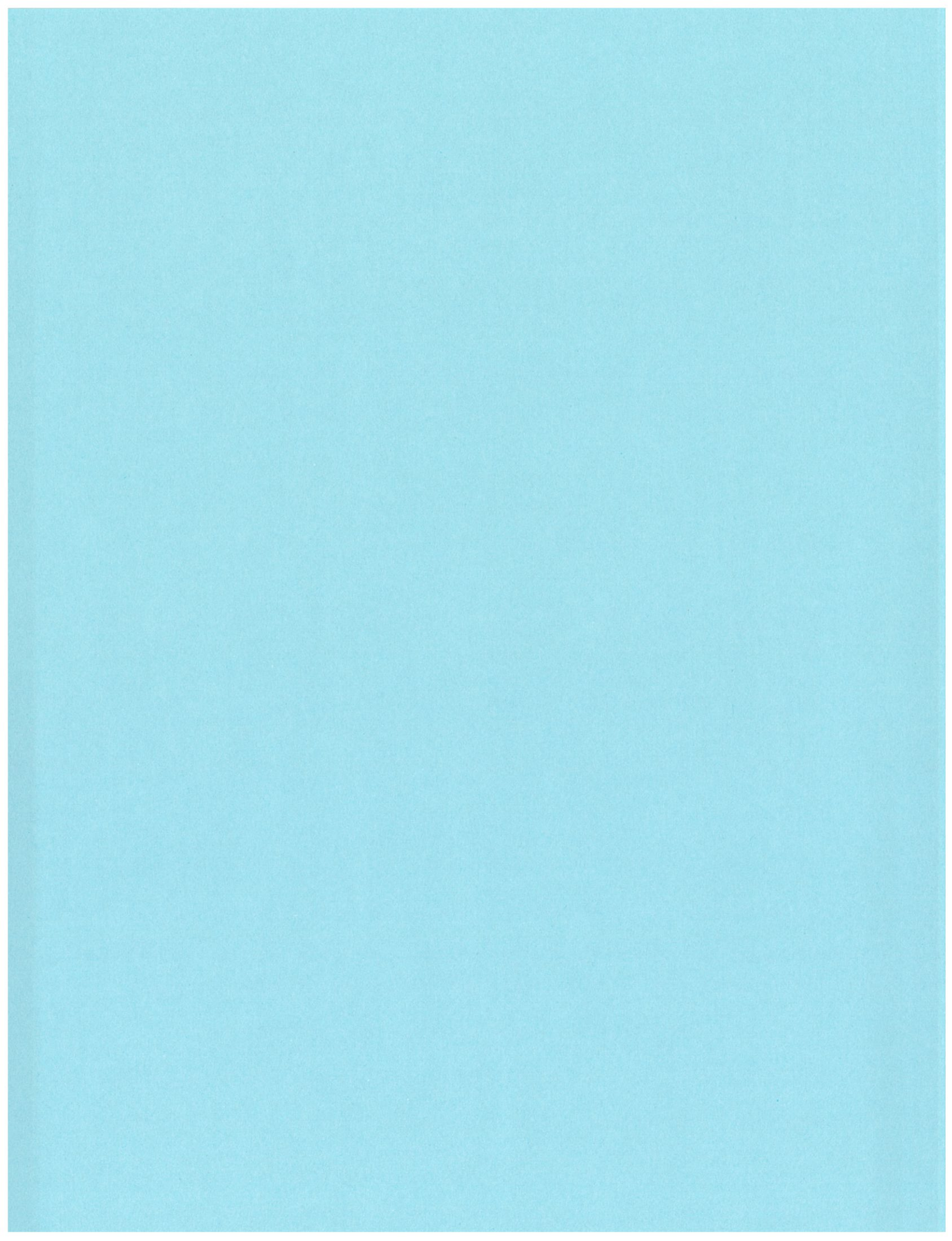
[1] Meter equivalent factors based on instantaneous demand relationships (gallons per minute) based on information published by the American Water Works Association.

- The amount of base charge revenue to be recovered from the meter-base facility charges would be designed to recover the same amount of revenue as currently being recovered before the application of any discount for early payment as provided by Florida Statutes (a “revenue-neutral” rate adjustment). This rate structure modification would then be subject to the additional rate adjustments as previously discussed in this report to fully recover the cost of providing utility service.
- Because there is a separate irrigation system that provides alternative water for discretionary irrigation water use, all potable water is considered to be used for domestic (indoor, essential) use. As such there is no wastewater cap for residential service or flow reduction percentage to reduce billed wastewater flows for an outdoor (non-sewer) use adjustment for the other customer classes.
- The ERCs currently being billed as non-ad valorem assessment when compared to the application of the meter equivalent factors to the meters currently in service is relatively close as shown below:
  - Actual ERCs assessed on 2024 Property Tax Bill = 743
  - Estimated ERCs based on Meter Equivalent Factors = 731
- The master-metered accounts and the commercial accounts have the same service applicability provisions and should have the same rate structure for all utility services, including irrigation water service. The application of the irrigation rates currently for commercial service should be applied to the master metered residential accounts.

Based on these rate design parameters, the following bi-monthly potable water and wastewater rates were developed based on the meter-equivalency approach:

**Schedule of Bi-monthly Alternative Rates for Service – Meter Equivalent Basis [1]**

	Potable Water Rates	Wastewater Rates
<b>Single-family Residential Service:</b>		
Base Facility Charge – per Meter:		
Meter Size:		
5/8-inch	\$128.38	\$128.38
3/4-inch	192.56	128.38
1-inch	320.94	128.38
1 1/2-inch	641.90	128.38
2-inch	1,027.03	128.38
Consumption Charge – per 1,000 Gallons:		
All Metered Potable Water Gallons	\$3.65	\$7.50
<b>Master Metered Residential and Commercial:</b>		
Base Facility Charge – per meter:		
Meter Size:		
5/8-inch	\$128.38	\$128.38
3/4-inch	192.56	192.56
1-inch	320.94	320.94
1 1/2-inch	641.90	641.90
2-inch	1,027.03	1,027.03
3-inch	1,925.68	1,925.68
4-inch	3,209.47	3,209.47
6-inch	6,418.95	6,418.95
8-inch	10,270.31	10,270.31
10-inch	14,763.58	14,763.58
Consumption Charge – per 1,000 Gallons:		
All Metered Potable Water Gallons	\$3.65	\$7.50



**Neil Dorrill**

---

**From:** Jared R. Brown <jrb@johnsoneng.com>  
**Sent:** Monday, January 6, 2025 12:19 PM  
**To:** Neil Dorrill; Kevin Carter  
**Cc:** Zach Lombardo; Anthony Pires  
**Subject:** RE: PARCEL 13 PLAT AND PLANS; COLLIER COUNTY COMMENTS

Conferring with GM, exactly how the water main was going to be relocated and reconnected had not been finalized but the general idea was to replace roughly 750 linear feet of the existing 8” water main with a pipe that would run along the edge of the development and serve the adjacent lots. This would presumably be done as a part of the overall site development process and be folded into those costs.

But if you need a rough cost estimate on a conceptual layout:

750’ of 8” PVC WM @ \$150/ft + 2 connections at \$5k each = \$122,500

**From:** Neil Dorrill <Neil@dmgfl.com>  
**Sent:** Monday, January 6, 2025 10:38 AM  
**To:** Jared R. Brown <jrb@johnsoneng.com>; Kevin Carter <Kevin@dmgfl.com>  
**Cc:** Zach Lombardo <zlombardo@wpl-legal.com>; Anthony Pires <APires@wpl-legal.com>  
**Subject:** RE: PARCEL 13 PLAT AND PLANS; COLLIER COUNTY COMMENTS

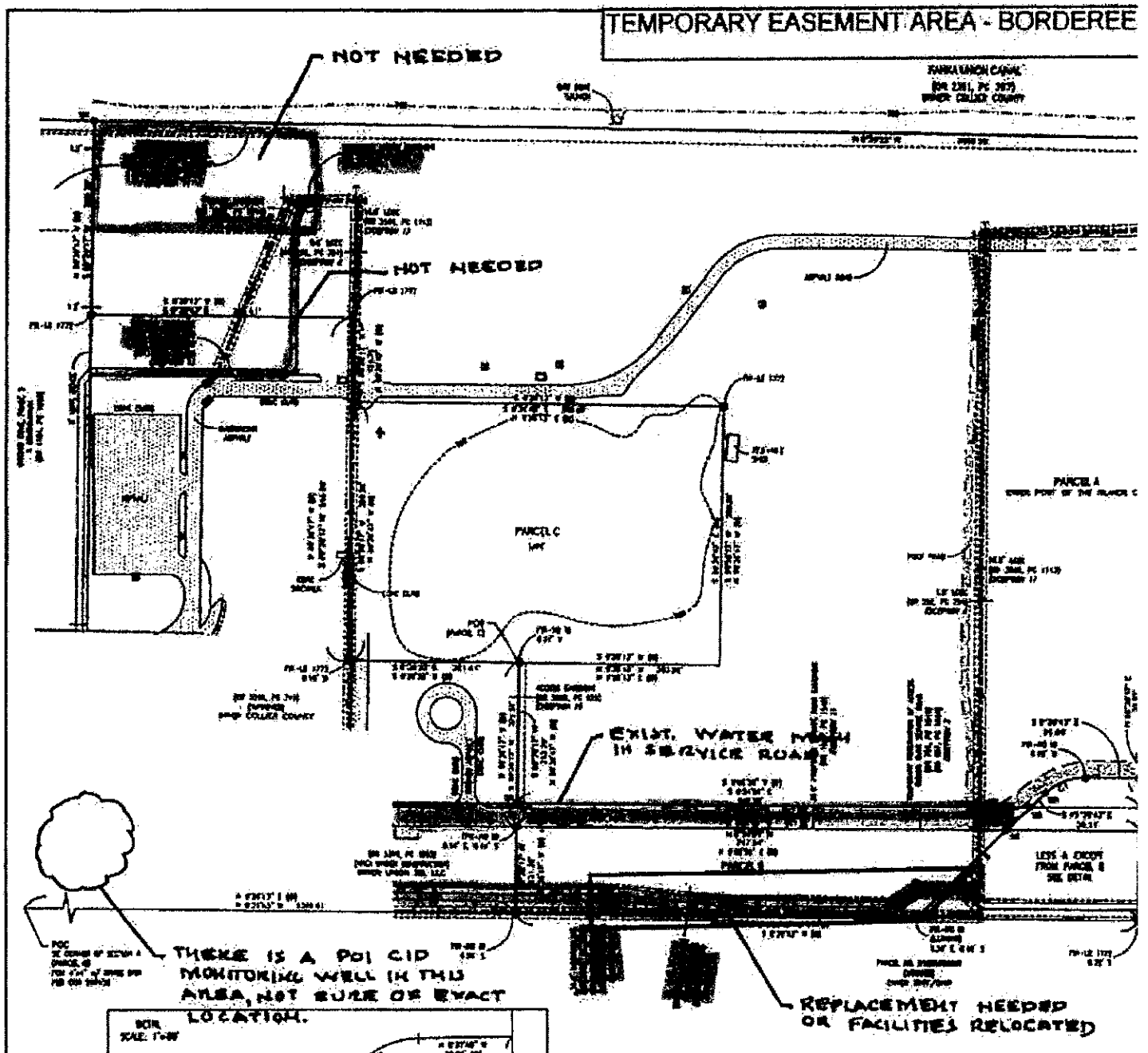
Jared: Thanks. I’ve copied Zach as well but I’m ok with your contacting Mike at GM. I have reviewed the contract but have not seen Dave Schmitt’s memo concerning same.

**From:** Jared R. Brown <jrb@johnsoneng.com>  
**Sent:** Monday, January 6, 2025 10:04 AM  
**To:** Neil Dorrill <Neil@dmgfl.com>; Kevin Carter <Kevin@dmgfl.com>  
**Cc:** Zach Lombardo <zlombardo@wpl-legal.com>  
**Subject:** RE: PARCEL 13 PLAT AND PLANS; COLLIER COUNTY COMMENTS

Neil,

I’m having a difficult time locating documentation on what specifically was to be relocated and from where to where. The snippet below is the closest I have been able to find and it is a bit vague. Based on the most recent PPL submittal to the County, it appears Grady Minor’s design left the Union Road water main in-place and were only making a single connection. Would it be inappropriate for me to contact Mike Delate and confirm?

The post closing agreement had a HoleMontes “Schmitt Memorandum” that did outline some costs, but they do not appear to include any Union Road WM adjustment. Side note: the unit prices from that memo are very low, probably about ¼ of what you should expect in the current market.



-----Original Message-----

From: Neil Dorrill <Neil@dmgfl.com>  
 Sent: Thursday, January 2, 2025 1:27 PM  
 To: Jared R. Brown <jrb@johnsoneng.com>; Kevin Carter <Kevin@dmgfl.com>  
 Cc: Zach Lombardo <zlombardo@wpl-legal.com>  
 Subject: RE: PARCEL 13 PLAT AND PLANS; COLLIER COUNTY COMMENTS

Jared: Happy New Year. In advance of a potential sale of Parcel 13 to MI Homes our Chairman has asked for an estimate of cost to relocate the water main along Union Road. This is a condition of the existing purchase agreement. Let me know if you have any questions.

-----Original Message-----

From: Jared R. Brown <jrb@johnsoneng.com>  
 Sent: Thursday, November 14, 2024 9:28 AM

To: Anthony Pires <APires@wpl-legal.com>; Neil Dorrill <Neil@dmgfl.com>; Kevin Carter <Kevin@dmgfl.com>  
Cc: Zach Lombardo <zlombardo@wpl-legal.com>  
Subject: RE: PARCEL 13 PLAT AND PLANS; COLLIER COUNTY COMMENTS

GradyMinor is in a holding pattern on Parcel 13 until the sale of the property is complete. I didn't want to put Mike in a weird position by asking him, but do any of you have an idea of who the new developer might be?

-----Original Message-----

From: Anthony Pires <APires@wpl-legal.com>  
Sent: Thursday, November 14, 2024 8:11 AM  
To: Neil Dorrill <Neil@dmgfl.com>; Kevin Carter <Kevin@dmgfl.com>; Jared R. Brown <jrb@johnsoneng.com>  
Cc: Zach Lombardo <zlombardo@wpl-legal.com>  
Subject: PARCEL 13 PLAT AND PLANS; COLLIER COUNTY COMMENTS

Please see the attached dated 9.12.24, with my handwritten notes. I did not know if any one else had reviewed these comments /and/or provided additional comments to Collier County'

Tony Pires

Anthony P. Pires, Jr., B.C.S.  
Woodward, Pires & Lombardo, P.A.  
3200 North Tamiami Trail, Suite 200  
Naples, Florida 34103  
239-649-6555 Office Phone; 239-450-2474 Mobile Phone; 239-649-7342 Fax apires@wpl-legal.com

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-----Original Message-----

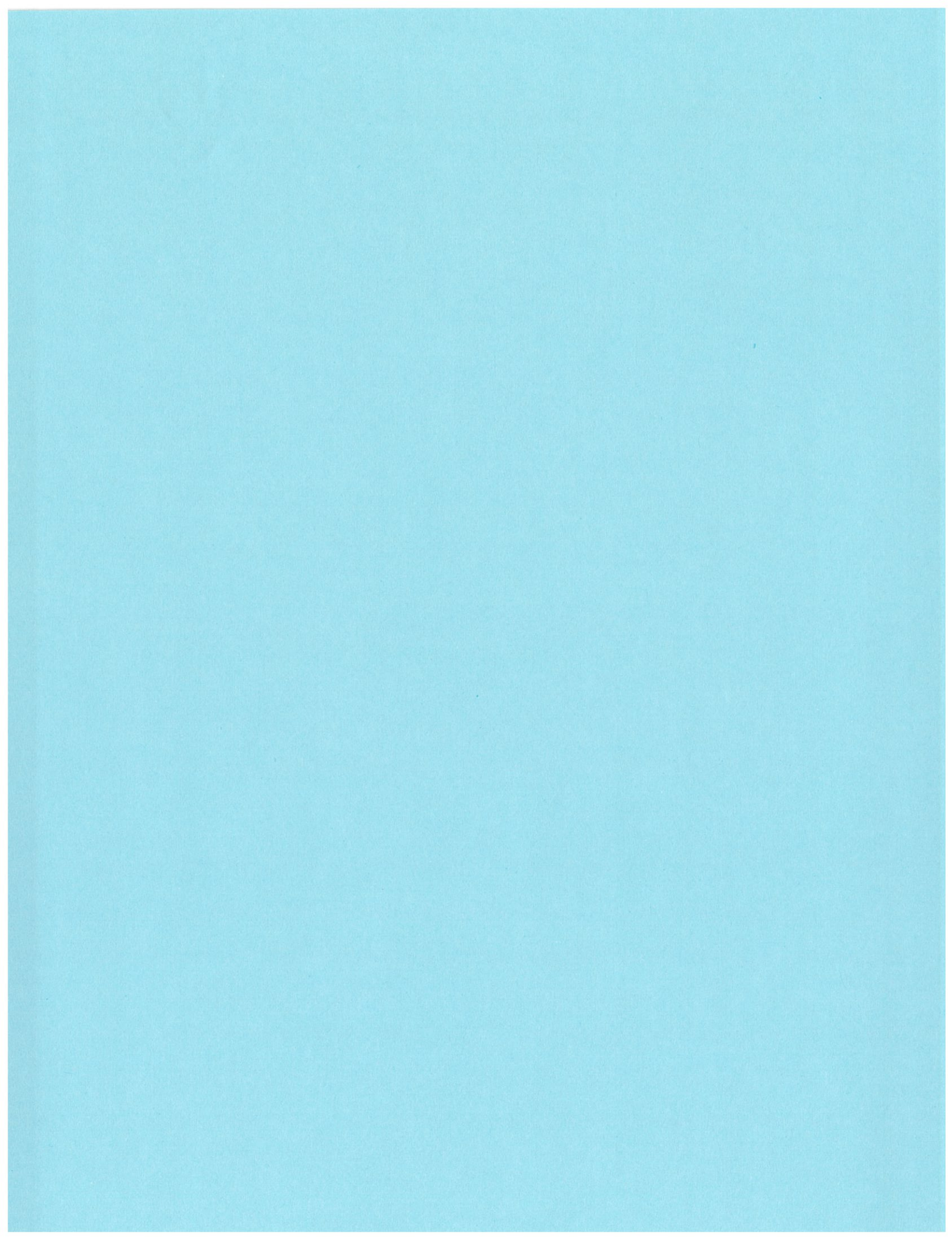
From: PrimeLink C9070 <SMTP@wpl-legal.com>  
Sent: Thursday, November 14, 2024 7:46 AM  
To: Anthony Pires <APires@wpl-legal.com>  
Subject: Scan from PrimeLink

Please open the attached document. It was scanned and sent to you using PrimeLink.

Number of Images: 8  
Attachment File Type: PDF

Device Name: PrimeLink C9070  
Device Location:





Port of the Islands CID

FINANCIAL STATEMENTS

November 30, 2024  
(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 November 30, 2024**

**Assets**

	Operating	Water and Sewer	Total
<b>Current Assets</b>			
Checking	\$ 3,169,865.48	\$ 0.00	\$ 3,169,865.48
Checking - Water/Sewer	0.00	1,284,402.96	1,284,402.96
Undeposited Cash (WS)	0.00	22,162.65	22,162.65
Accounts Receivable	0.00	26,142.78	26,142.78
Due To/From 001/202	0.00	(90,564.22)	(90,564.22)
Due To/From 001/202	90,564.22	0.00	90,564.22
Prepaid Items	<u>27,717.25</u>	<u>27,717.25</u>	<u>55,434.50</u>
<b>Total Current Assets</b>	<u>3,288,146.95</u>	<u>1,269,861.42</u>	<u>4,558,008.37</u>
<b>Property and Equipment</b>			
Land	583,847.00	599,674.85	1,183,521.85
Infrastructure	0.00	15,531,541.33	15,531,541.33
Equipment and Furniture	0.00	517,862.19	517,862.19
Less Accumulated Depreciation	<u>0.00</u>	<u>(8,919,537.38)</u>	<u>(8,919,537.38)</u>
<b>Net Property and Equipment</b>	<u>583,847.00</u>	<u>7,729,540.99</u>	<u>8,313,387.99</u>
<b>Total Assets</b>	<u>\$ 3,871,993.95</u>	<u>\$ 8,999,402.41</u>	<u>\$ 12,871,396.36</u>

**Liabilities and Fund Balance**

	Operating	Water and Sewer	Total
<b>Current Liabilities</b>			
Accounts Payable	\$ 109,309.85	\$ 0.00	\$ 109,309.85
Other Current Liabilities	0.00	37,373.32	37,373.32
Utility Customer Deposits	<u>0.00</u>	<u>16,450.00</u>	<u>16,450.00</u>
<b>Total Current Liabilities</b>	<u>109,309.85</u>	<u>53,823.32</u>	<u>163,133.17</u>
<b>Long-Term Liabilities</b>			
<b>Total Long-Term Liabilities</b>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<b>Total Liabilities</b>	<u>109,309.85</u>	<u>53,823.32</u>	<u>163,133.17</u>
<b>Fund Balances</b>			
Unreserved Fund Balance	3,671,829.26	8,896,824.75	12,568,654.01
Retained Earnings	<u>90,854.84</u>	<u>48,754.34</u>	<u>139,609.18</u>
<b>Total Fund Balance</b>	<u>3,762,684.10</u>	<u>8,945,579.09</u>	<u>12,708,263.19</u>
<b>Total Liabilities and Fund Balance</b>	<u>\$ 3,871,993.95</u>	<u>\$ 8,999,402.41</u>	<u>\$ 12,871,396.36</u>

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

November 30, 2024

**General Fund**

	Current Period		YTD		YTD	Annual Budget
	Actual	Budget	Actual	Budget		
<b>Revenue</b>						
Interest Income	\$ 10,942	\$ 12,500	\$ 23,540	\$ 25,000	\$ (1,460)	\$ 150,000
Special Assmnts- Tax Collector	144,553	73,196	149,279	146,393	2,886	878,355
Interest - Tax Collector	0	25	0	50	(50)	300
Special Assmnts-Discounts	0	(3,750)	0	(7,500)	7,500	(45,000)
<b>Total Revenue</b>	<b>155,495</b>	<b>81,971</b>	<b>172,819</b>	<b>163,943</b>	<b>8,876</b>	<b>983,655</b>
<b>Expenses</b>						
<b>Administrative</b>						
P/R-Board Of Supervisors	500	500	1,000	1,000	0	6,000
Employment Taxes	38	38	77	75	2	450
P/R - Processing Fees	37	42	56	83	(27)	500
County Property Tax	26,080	0	26,080	0	26,080	0
Profserv-Engineering	2,108	2,083	2,108	4,167	(2,059)	25,000
Profserv-Legal Services	2,140	2,083	3,790	4,167	(377)	25,000
Profserv-Mgmt Consulting Serv	3,877	3,875	7,754	7,750	4	46,500
Profserv-Property Appraiser	0	225	2,763	450	2,313	2,700
Auditing Services	0	292	0	583	(583)	3,500
Rentals & Leases	75	58	188	117	71	700
Postage And Freight	0	42	0	83	(83)	500
Insurance - General Liability	0	1,000	2,520	2,000	520	12,000
Insurance - Worker's Compensation	0	0	2,000	0	2,000	0
Printing & Binding	0	17	0	33	(33)	200
Legal Advertising	174	417	559	833	(274)	5,000
Special Services	833	500	7,508	1,000	6,508	6,000
Misc-Assessment Collection Cost	2,891	583	2,986	1,167	1,819	7,000
Misc-District Website	180	300	180	600	(420)	3,600
Annual District Filing Fee	0	15	0	29	(29)	175
<b>Total Administrative</b>	<b>38,933</b>	<b>12,070</b>	<b>59,569</b>	<b>24,137</b>	<b>35,432</b>	<b>144,825</b>

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

November 30, 2024

**General Fund**

	Current Period		YTD		YTD		Variance	Annual Budget
	Actual	Budget	Actual	Budget	Budget			
<u>Operations &amp; Maintenance</u>								
Contracts-Field Services	0	417	0	833		(833)	5,000	
Electricity-Streetlighting	2,812	2,500	5,610	5,000		610	30,000	
R&M-Renewal & Replacement	0	417	0	833		(833)	5,000	
R&M-Grounds	0	2,083	0	4,167		(4,167)	25,000	
R&M-Storm Water Drainage	0	417	0	833		(833)	5,000	
<b>Total Operations &amp; Maintenance</b>	<b>2,812</b>	<b>5,834</b>	<b>5,610</b>	<b>11,666</b>		<b>-6,056</b>	<b>70,000</b>	
<u>Landscape &amp; Irrigation</u>								
Contracts-Landscape	7,787	7,833	15,574	15,667		(93)	94,000	
Utility-Irrigation	1,029	1,250	1,029	2,500		(1,471)	15,000	
R&M-Irrigation	0	833	0	1,667		(1,667)	10,000	
<b>Total Landscape &amp; Irrigation</b>	<b>8,816</b>	<b>9,916</b>	<b>16,603</b>	<b>19,834</b>		<b>-3,231</b>	<b>119,000</b>	
<u>Lakes &amp; Ponds</u>								
Contracts-Lakes	0	167	185	333		(148)	2,000	
<b>Total Lakes &amp; Ponds</b>	<b>0</b>	<b>167</b>	<b>185</b>	<b>333</b>		<b>-148</b>	<b>2,000</b>	
<u>Roads &amp; Sidewalks</u>								
R&M-Signage	0	25	0	50		(50)	300	
R&M-Roads & Alleyways	0	833	0	1,667		(1,667)	10,000	
<b>Total Roads &amp; Sidewalks</b>	<b>0</b>	<b>858</b>	<b>0</b>	<b>1,717</b>		<b>-1,717</b>	<b>10,300</b>	
<u>Mosquito Control</u>								
Contracts-Mosquito Treatment	0	417	0	833		(833)	5,000	
Contracts-Mosquito Spray	0	833	0	1,667		(1,667)	10,000	
<b>Total Mosquito Control</b>	<b>0</b>	<b>1,250</b>	<b>0</b>	<b>2,500</b>		<b>-2,500</b>	<b>15,000</b>	

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

November 30, 2024

*General Fund*

	Current Period		YTD		YTD	Variance	Annual Budget
	Actual	Budget	Actual	Budget			
<u>Capital Expenditures &amp; Projects</u>							
Capital Outlay - Landscape	0	8,333	0	16,667	16,667	(16,667)	100,000
Contingency	0	10,752	0	21,503	21,503	(21,503)	129,020
Capital Reserve	0	32,793	0	65,585	65,585	(65,585)	393,510
<b>Total Capital Expenditures &amp; Projects</b>		<b>51,878</b>		<b>103,755</b>	<b>103,755</b>	<b>-103,755</b>	<b>622,530</b>
<b>Total Expenditures</b>	<b>50,561</b>	<b>81,973</b>	<b>81,967</b>	<b>163,942</b>	<b>163,942</b>	<b>(81,975)</b>	<b>983,655</b>

Other Financing Sources (Uses)

Other Sources

Other Financing Sources (Uses)

Other Sources

Other Uses

Revenue (Over) Under Expenses \$	104,934 \$	(2) \$	90,852 \$	1 \$	90,851 \$	0
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**Port of the Islands CID**  
**Statement of Revenues & Expenses**  
**For the Period Ending**

November 30, 2024

**Water/Sewer**

	Current Period		YTD		Variance	Annual Budget
	Actual	Budget	Actual	Budget		
<b>Revenue</b>						
Interest Income	4,547 \$	3,333 \$	9,295 \$	6,667 \$	2,628 \$	40,000
Water Revenue	3	8,333	10,857	16,667	(5,810)	100,000
Sewer Revenue	5	8,333	15,762	16,667	(905)	100,000
Irrigation Fees	15	12,917	19,681	25,833	(6,152)	155,000
Meter Fees	0	250	20	500	(480)	3,000
Special Assmnts- Tax Collector	171,606	86,895	177,217	173,790	3,427	1,042,738
Interest - Tax Collector	0	50	0	100	(100)	600
Special Assmnts-Discounts	0	(3,476)	0	(6,952)	6,952	(41,710)
Other Miscellaneous Revenues	1,855	417	2,015	833	1,182	5,000
<b>Total Revenue</b>	<b>178,031</b>	<b>117,052</b>	<b>234,847</b>	<b>234,105</b>	<b>742</b>	<b>1,404,628</b>
<b>Expenses</b>						
<b>Administrative</b>						
P/R-Board Of Supervisors	500	500	1,000	1,000	0	6,000
Employment Taxes	38	33	77	67	10	400
P/R - Processing Fees	37	42	56	83	(27)	500
Profserv-Engineering	0	1,667	0	3,333	(3,333)	20,000
Profserv-Legal Services	2,140	2,083	3,790	4,167	(377)	25,000
Profserv-Mgmt Consulting Serv	3,877	3,875	7,754	7,750	4	46,500
Profserv-Property Appraiser	0	167	2,763	333	2,430	2,000
Auditing Services	0	333	0	667	(667)	4,000
Postage And Freight	0	17	0	33	(33)	200
Insurance - General Liability	0	1,000	2,520	2,000	520	12,000
Printing & Binding	0	17	0	33	(33)	200
Legal Advertising	0	100	0	200	(200)	1,200
Special Services	0	0	2,750	0	2,750	0
Utility Billing Postage & Supplies	92	0	92	0	92	0
Misc-Assessmnt Collection Cost	3,432	2,083	3,544	4,167	(623)	25,000
Office Supplies	166	58	166	117	49	700
Telephone - Utility Operations	315	333	630	667	(37)	4,000
<b>Total Administrative</b>	<b>10,597</b>	<b>12,308</b>	<b>25,142</b>	<b>24,617</b>	<b>525</b>	<b>147,700</b>

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

November 30, 2024

*Water/Sewer*

	Current Period		YTD		YTD	Variance	Annual Budget
	Actual	Budget	Actual	Budget			
<u>Water-Sewer Comb Services</u>							
Utility - Electricity	6,258	8,333	11,954	16,667	(4,713)	100,000	
Contracts-Utility Operations	58,657	31,417	87,986	62,833	25,153	377,000	
Contracts-Utility Billing	3,672	250	3,672	500	3,172	3,000	
Contracts-Generator Maint	0	250	2,873	500	2,373	3,000	
R&M-Lift Station	0	833	0	1,667	(1,667)	10,000	
R&M-Potable Water Lines	15,482	1,000	15,482	2,000	13,482	12,000	
R&M-Water Plant	1,085	3,333	1,085	6,667	(5,582)	40,000	
R&M-Waste Water Plant	0	2,083	0	4,167	(4,167)	25,000	
R&M-Sewer Lines	0	417	0	833	(833)	5,000	
R&M-Instrumentation	3,199	417	3,349	833	2,516	5,000	
Misc-Licenses & Permits	0	83	5,200	167	5,033	1,000	
Compliance Sampling	2,783	1,667	4,175	3,333	842	20,000	
Chemicals-Water Operations	1,396	2,917	1,197	5,833	(4,636)	35,000	
Chemicals-Wastewater Operations	862	2,083	693	4,167	(3,474)	25,000	
Sludge Disposal	0	1,667	0	3,333	(3,333)	20,000	
Reserves - Water & Sewer System	0	20,000	0	40,000	(40,000)	240,000	
<b>Total Water-Sewer Comb Services</b>	<b>93,394</b>	<b>76,750</b>	<b>137,666</b>	<b>153,500</b>	<b>-15,834</b>	<b>921,000</b>	
<u>Capital Expenditures &amp; Projects</u>							
Capital Outlay	0	20,833	9,401	41,667	(32,266)	250,000	
Capital Outlay-Utility Meter Replacement	13,887	0	13,887	0	13,887	0	
Contingency	0	7,161	0	14,321	(14,321)	85,928	
<b>Total Capital Expenditures &amp; Projects</b>	<b>13,887</b>	<b>27,994</b>	<b>23,288</b>	<b>55,988</b>	<b>-32,700</b>	<b>335,928</b>	
<b>Total Expenditures</b>	<b>117,878</b>	<b>117,052</b>	<b>186,096</b>	<b>234,105</b>	<b>(48,009)</b>	<b>1,404,628</b>	
<b>Revenue (Over) Under Expenses \$</b>	<b>60,153 \$</b>	<b>0 \$</b>	<b>48,751 \$</b>	<b>0 \$</b>	<b>48,751 \$</b>	<b>0</b>	