

**PELICAN BAY SERVICES DIVISION  
REGULAR MEETING OF THE BOARD  
DECEMBER 3, 2014**

The Board of Directors of the Pelican Bay Services Division met on Wednesday, December 3, 2014 at 1:00 p.m. at the Community Center at Pelican Bay, 8960 Hammock Oak Drive, Naples, Florida.

**PBSD BOARD**

Dave Trecker, Chairman  
Susan O'Brien, Vice-Chairman  
Henry Bachman, Resident  
Joe Chicurel, Resident  
Tom Cravens, Resident  
Ken Dawson, Resident  
John Iaizzo, Resident - Absent  
Michael Levy, Resident  
Scott Streckenbein, Resident

**PBSD STAFF:**

Neil Dorrill, Administrator  
Mary McCaughtry, Operations Analyst  
Marion Bolick, Operations Manager  
Lisa Jacob, Recording Secretary

**ALSO PRESENT:**

Kevin Carter, Field Manager, Dorrill Management Group  
Tim Hall, Turrell, Hall and Associates, Inc.  
Arielle Poulos, Turrell, Hall and Associates, Inc.  
Kathy Worley, Conservancy of SW Florida, Stakeholder

**PLEDGE OF ALLEGIANCE**

The meeting was called to order and the Pledge of Allegiance was recited in unison.

**REVISED AGENDA**

1. Pledge of Allegiance
2. Roll Call/Approval of Agenda
3. Agenda Approval
4. Audience Comments
5. Status of Clam Bay NRPA Management Plan
6. Approval of Clam Pass Dredging Permit Application\*
7. Administrator's Report
  - a. Status of Tidal Gauge Purchases

- b. Status of Renovations on Maintenance Site
- c. Inventory of Handshake Projects Involving PBSB Funding
- d. Manning Prioritization and Assignments for Landscape Maintenance
- e. Monthly Financial Report
- f. Lake Erosion Survey Results *add-on*
- 8. Chairman's Report
- 9. Committee Reports
  - a. Landscape and Safety
  - b. Ad-Hoc Commercial Members\*
  - c. Water Management
  - d. Clam Bay
- 10. Old Business
  - a. Receipt of Background Materials Prior to Meetings
- 11. New Business
  - a. Alternative PBSB Board Meeting Venue
  - b. Update on Meeting Minutes *add-on*
- 12. Adjournment

**ROLL CALL/AGENDA APPROVAL**

It was noted that a quorum was present.

**A MOTION was made by Mr. Cravens and seconded by Ms. O'Brien to approve the Agenda. Items 7f and 11b were added. With that addition, the Agenda was unanimously approved by the Board.**

**AUDIENCE COMMENTS**

Dr. Ted Raia read a letter regarding surface water management in Pelican Bay.

Mr. Bob Scone (Greens Committee at Club Pelican Bay) was concerned about the condition of the upland lakes.

Mr. Jerry Moffatt was concerned about algae in the L'Ambiance lake and median landscaping on the north end of Pelican Bay.

**STATUS OF CLAM BAY NRPA MANAGEMENT PLAN**

Dr. Trecker advised that the Plan was approved by the PBSB Board and sent to the County staff. The revised plan contained the changes requested by the BCC and Seagate and will be on the BCC's December 9 meeting agenda. A letter was sent to the Naples City Council explaining PBSB's position.

Ms. O'Brien suggested that Tim Hall be asked to attend the Chairman's meeting with Dr. David Buser on the following Friday, but Dr. Trecker did not agree. Mr. Dorrill added that a meeting was scheduled with Ms. Penny Taylor, the new Commissioner, to bring her up to speed on Clam Bay issues. Representatives from the Clam Bay Committee, Foundation, and Conservancy, and consultants planned to attend.

Mr. Bachman was concerned about who was responsible for funding various activities noted in the Plan and did not want the Pelican Bay residents to be taxed for any of them. Dr. Trecker noted funding these activities should be looked at as part of the budget planning process which starts in January.

#### **APPROVAL OF CLAM BAY DREDGING PERMIT APPLICATION**

**A MOTION was made by Mr. Cravens and seconded by Mr. Bachman that pending approval of the Clam Bay NRPA Management Plan by the Board of County Commissioners, that the PBSB Board approve the ten year permit application for Clam Pass maintenance dredging to the US Army Corps of Engineers, as presented today, and a concurrent request for a modification of the existing ten year Florida DEP Permit.**

Mr. Hall presented the permit application and supporting material. He said two sets of plans would be submitted, one for the ten-year dredging permit and the other for a letter of permission that would be used should the Pass close before the ten-year permit is issued. A letter of permission may take 2-3 months. It was estimated that it would take 16-18 months for the appropriate agencies to issue the permit. After further discussion, it was agreed that the application could be submitted with the materials available and the biological assessment submitted separately when it is complete. **The Motion was then voted on and passed unanimously.**

#### **ADMINISTRATOR'S REPORT**

##### **A. Status of Tidal Gauge Purchases**

An alternate vendor is being contacted to replace the tidal gauges as the old ones have failed and that vendor cannot be reached. Basic gauges are approximately \$900 each.

Dr. Trecker expressed his frustration that this was allowed to happen, and Mr. Dorrill assured him that they were contacting an alternate vendor and the gauges will be replaced as soon as possible with an updated, reliable product.

##### **B. Status of Renovations on Maintenance Site**

A boundary survey has been done and other issues related to security are being addressed on this project. Quotes are being obtained for land clearing, and the PBSB has the responsibility to

make some external repairs. As the Utilities Division has expressed an interest in occupying part of the renovated building, Mr. Dorrill distributed a draft memorandum of understanding or use agreement. A meeting was scheduled with the Utilities Division Administrator to discuss long-term use agreement and the possibility of installing an experimental filter marsh on the west side of the property.

C. Inventory of Handshake Projects involving PBSB Funding

The Chairman and Mr. Dorrill met with their counterparts at the Foundation to begin to formalize their shared maintenance responsibilities. A master exhibit of public rights-of-way and easements in Pelican Bay is being prepared to overlay with what staff is currently maintaining. Some cost per square foot landscape and grounds maintenance figures will be provided as well, and Mr. Dorrill will make an attempt to speed up this process.

D. Manning Prioritization and Assignments for Landscape Maintenance

Dr. Chicurel and the Landscape & Safety Committee have expressed a desire for landscaping maintenance to be done more frequently; and staff is preparing an annual work plan and man-hours necessary to do this. Mr. Dorrill hopes to have this work plan available in January or February.

E. Monthly Financial Report

The financials from the end of October were provided, the balance sheet showed \$800,000 in cash against \$29,000 in payables which is ahead of the forecast. Mr. Dorrill will check with Ms. McCaughtry to determine the reason for the high landscaping costs.

**Mr. Cravens motioned, Mr. Levy seconded, to accept the October financial report into the record. The motion carried unanimously.**

F. Survey Results on Lake Erosion

A list of the top five lakes that need priority attention to their erosion problems was provided, and the worst appears to be at Oakmont, with a 36 inch dropoff of eroded lake bank.

The concept of dropoff and how it is measured was explained, and Mr. Dorrill added that with another \$30,000, which would raise the available funds to \$150,000, the worst sections of Oakmont could be done along with all of Oak Lake Sanctuary and most of Georgetown.

**CHAIRMAN'S REPORT**

A. Scheduled Committee Meetings

The Water Management Committee will meet on December 10 at 1:00 p.m., the Budget Committee will meet immediately following WM Committee. Both meetings will be held at the Community Center.

The PBSB Board will meet on January 7 at 1:00 p.m. and a Water Management Workshop is tentatively scheduled for January 26 from 9:00 a.m. to 1:00 p.m. at the Community Center.

B. Vacancies on the PBSB Board for Next Year

There will be three residential and two commercial vacancies open next year, and an article in this will be published in the Pelican Bay Post in the near future on this topic.

**COMMITTEE REPORTS**

Landscape and Safety Committee

Dr. Chicurel's report included updates on repaving Pelican Bay Boulevard, the Bike Safety Program, the Bicycle Clinic and the Oakmont Lake Path which is of particular concern. Dr. Trecker and Mr. Dorrill have been asked to contact the Foundation in an effort to determine responsibility for the path.

Ad-Hoc Commercial Members Committee

A letter was sent to the top ten commercial organizations in Pelican Bay based upon their assessment level indicating that the Board has two commercial vacancies and asking for a representative of their organization to apply. **A MOTION was then made by Mr. Cravens, Dr. Trecker seconded that a follow-up letter be sent to all commercial members (with the exception of County entities) indicating that the applicant can be a designee representing the chief executive; and if after 30 days, there is no response, that the PBSB Board provide the Board of County Commissioners with two-years of documentation showing commercial member participation and the PBSB Board's effort to recruit commercial members, then recommend to the BCC that they revise the Ordinance to eliminate the two commercial members due to lack of interest and participation. The motion carried unanimously.**

Water Management Committee

The Water Management Committee will meet on December 10<sup>th</sup> at 1:00 p.m. The tilapia issue, re-use water, the test lakes and lake bank erosion will be addressed.

Mr. Hall was approached by a French water treatment company that uses alternative technologies and he would invite them to the next Committee meeting.

**OLD BUSINESS**

Receipt of Background Materials Prior to Meetings

Ms. O'Brien noted that whenever the Board gets information on items to be discussed in their packet, they are in a better position to make effective decisions. She requested that staff continue to make a great effort to get the information to them before the meetings.

Mr. Dorrill asked the Board to be sensitive to the number of committee meetings staff attends.

Dr. Trecker noted that the concern has been expressed, and asked that the attempt be made. If not, the Board will revisit the issue and formalize the request.

**NEW BUSINESS**

Update on Meeting Minutes

Ms. O'Brien asked when going forward they can see a plan to get the minutes caught up. The most recent meeting minutes are now being prepared first, and the transcriber will be asked to accelerate the pace of minutes being provided.

Alternative PBSB Board Meeting Venue

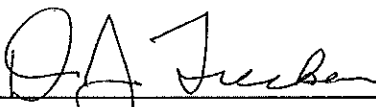
A discussion was held as to the possibility of meeting in the County offices with video capabilities, and Ms. O'Brien felt that they benefitted from the Foundations generosity with the present facilities, which are accessible to the Pelican Bay residents. The Board members agreed.

New Blue Tilapia Vendor

The blue tilapia vendor communicates by postal mail rather than by email or electronically, and staff is awaiting his response to their request to complete a W-9 tax form. The Board will be kept advised.

**ADJOURNMENT**

Mr. Cravens motioned, Dr. Trecker seconded to adjourn. The motion carried unanimously and the meeting was adjourned at 3:40 p.m.

  
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Dave Trecker, Chairman

Minutes approved [ ] as presented OR [  ] as amended ON [ 2-4-15 ] date