

**PELICAN BAY SERVICES DIVISION
BOARD REGULAR SESSION
APRIL 1, 2015**

The Pelican Bay Services Division Board met on Wednesday, April 1 at 1:00 p.m. at the Community Center at Pelican Bay, 8960 Hammock Oak Drive, Naples, Florida 34018. The following members attended.

Pelican Bay Services Division Board

Susan O'Brien, Chairman

Joe Chicurel, Vice-Chairman

Henry Bachman

Patricia Bush

Tom Cravens

Ken Dawson

Bohdan Hirniak

Robert Schoonmaker

Scott Streckenbein

Dave Trecker

Pelican Bay Services Division Staff

Neil Dorrill, Administrator

Marion Bolick, Operations Manager

Mary McCaughtry, Operations Analyst

Lisa Jacob, Recording Secretary

Also Present

Kevin Carter, Dorrill Management Group

Tim Durham, Executive Manager for Business Operations, County Manager's Office

Tim Hall, Turrell-Hall & Associates

George Hermanson, Hole-Montes

Ted Raia, Mangrove Action Group

Jim Hoppensteadt, Pelican Bay Foundation

REVISED & APPROVED AGENDA

1. Pledge of Allegiance
2. Roll Call
3. Agenda Approval
4. Welcome New Directors
5. Election of new Chair and Vice Chair
6. Approval of 9/3/14 and 10/2/14 Regular Board minutes, and 2/13/15 Landscape and Safety Committee Minutes
7. Audience Comments
8. Administrator's Report
 - a. Discussion of renewal process of Dorrill Management Group's annual contract
 - b. Transfer of funds for additional tree trimming
 - c. Projected field and administrative needs
 - d. Status of Oakmont Lake pathway repair
 - e. Status of tidal gauges
 - f. Status of yield signs at crosswalks
 - g. Status of Oak Lake Sanctuary repair work
 - h. Commons partial drainage easement release request
 - i. Orientation for new directors
 - j. Monthly Financial report
 - k. Solar panels *(add-on)*
9. Chairman's Report
10. Committee Reports
 - a. Committee Chair protocol *add-on*

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- b. Budget
- c. Clam Bay
- d. Water Management
- e. Landscape and Safety
- 11. Old Business
- 12. New Business
- 13. Adjournment

ROLL CALL

All Board members were present and a quorum was established.

AGENDA APPROVAL

Mr. Cravens motioned, Dr. Chicurel seconded to approve the agenda as amended [add "Discussion of renewal process" to 8a and 10a "Committee Chair protocol"]. The motion carried unanimously.

WELCOME NEW DIRECTORS

New Board members Mr. Bodan Hirniak and Dr. Patricia Bush were welcomed.

ELECTION OF NEW CHAIRMAN AND VICE CHAIRMAN

Dr. Trecker nominated Ms. O'Brien to serve as the Chairman of the Board. The nomination was seconded by Mr. Cravens and carried unanimously.

Mr. Cravens nominated Dr. Chicurel to serve as Vice Chairman. The nomination was seconded by Dr. Trecker and carried unanimously.

Mr. Cravens moved to close the nominations, Mr. Bachman seconded.

APPROVAL OF 9/3/14 REGULAR BOARD MEETING MINUTES

Mr. Cravens motioned, Mr. Streckenbein seconded to approve the 9/3/14 minutes as amended. [p. 3 add "four foot" before "bike lanes" and on p. 4 item Nationwide Permit Update, replace last sentence with "The Board continues to be interested in applying for the ten year permit."] The motion carried unanimously.

APPROVAL OF 10/2/14 REGULAR BOARD MEETING MINUTES

Mr. Cravens motioned, Mr. Bachman seconded to approve the 10/2/14 minutes as amended [p. 3 item Clam Bay Issues, the motion was made by Mr. Cravens, not Mr. Bachman, should indicate a date, and "as indicated" replaced with "as presented"]. The motion carried unanimously.

APPROVAL OF 2/23/15 LANDSCAPE & SAFETY COMMITTEE MINUTES

Mr. Cravens motioned, Mr. Streckenbein seconded to approve the 2/23/15 minutes as amended [p. 2 item Audience Comments should read "vegetation on the other side"; p. 3 item Landscape Tour should read, "The consensus of the Committee was to proceed with Ms. Goetz providing a proposal and concept drawing. Mr. Dorrill pointed out that funding was already in place. Mr. Bolick explained that six medians on Pelican Bay Boulevard and two medians on Gulf Park Drive near the club were the sites of possible Phase 3 landscaping. The appearance of Pelican Bay Boulevard North entrance at L'Ambiance was discussed, staff was asked to beautify the areas where the tall bromeliads were removed last year in response to line of sight safety concerns."; item Line-of-Sight Issue at Oakmont Parkway and Green Tree, add "North End" to clarify and should read "The issue of line-of-sight was resolved when the house at the corner was re-landscaped and removed the blocking landscape."] The motion carried unanimously.

AUDIENCE COMMENTS

Dr. Doyle thanked Mr. Bolick and the Board for their great work in the community.

Ms. Diane Lustig (Hyde Park) read a brief statement on the importance of including commercial members on the PBSB Board.

Ms. Mollie Moffatt (L'Ambiance) thanked Dr. Chicurel for addressing landscaping safety issues at L'Ambiance and indicated L'Ambiance lake bank erosion is steep and needs to be addressed as soon as possible.

ADMINISTRATOR'S REPORT

Mr. Dorrill noted that at the request of the County Commission and the County Manager, the meeting was being videotaped for broadcast at a later time.

Mr. Tim Durham, the Executive Manager for Business Operations in the County Manager's Office was introduced.

RENEWAL OF DORRILL MANAGEMENT GROUP'S ANNUAL CONTRACT

Ms. O'Brien suggested that Board members give their input on Mr. Dorrill's performance at the next meeting.

Mr. Dorrill explained Dorrill Management Group's relationship in the County's organizational chart. Pelican Bay Services Division is a member of the Executive Office of the County Manager and Dorrill Management is an independent contractor to the BCC, not an employee of the County. At the time of the last renewal of his contract Mr. Dorrill had prepared a scope of services which reduced his hours in anticipation of approval of the Clam Bay Management Plan; however, the approval process was extended until January 2015 and he has

not been compensated for the additional time. He asked the Board to consider a supplemental invoice for this additional time.

The Board agreed to address the additional time spent and compensation and contract renewal at the May meeting.

TRANSFER OF FUNDS FOR ADDITIONAL TREE TRIMMING

The Landscape and Safety Committee had previously directed staff to address line-of-sight and safety issues in the road right of way (ROW) and a contractor was hired to trim and prune trees. Staff prepared a budget amendment to transfer funds to pay for this work, as well as to pay for increased costs of temporary labor. The budget amendment was denied at the BCC meeting due to a Commissioner questioning why Pelican Bay MSTBU should be responsible for the bill when this work was done in the public ROW of county maintained roads. The Commission continued the budget amendment item to its next meeting and requested that Mr. Dorrill provide additional information at that time.

Mr. Dorrill expressed concern that if the BCC was to decide to give the Division the funds to do this tree trimming and pruning in the ROW, it would create a countywide precedent for the other taxing districts that may have a similar situation.

PROJECTED FIELD AND ADMINISTRATIVE NEEDS

For comparison purposes, the Budget Committee directed staff to prepare a job description and list of projects the proposed project manager would be responsible for as well as a summary of Dorrill Management Group's project manager expenses to date and estimated additional costs for the current fiscal year.

Mr. Dorrill estimated DMG's project manager expenses would be an additional \$20,000 this fiscal year. The new County project manager position being contemplated would cost substantially more.

STATUS OF OAKMONT LAKE PATHWAY REPAIR

The Board reviewed an estimate of probable costs to repair and replace the Oakmont lake pathway that was prepared by the civil engineer. Staff would need to examine who was responsible for lighting, safety issues, and whether the PBSB historically has paid the electric bill, which would be handled as a separate issue. Bids would be obtained and a work plan developed with the Foundation. It is still anticipated that the work would be completed before the end of the fiscal year.

STATUS OF TIDAL GAUGES

The County Purchasing Department required that the tidal gauges purchase and installation be bid through the RFQ process. In the meantime, Turrell-Hall loaned and installed tidal gauges. The tidal gauges and other hardware would be mounted on existing pilings or boardwalk structures except the most northern location for which a new platform would need to be built. Some Board members were concerned about the piling coating containing copper.

STATUS OF YIELD SIGNS AT CROSSWALKS

Installation of the yield signs is imminent.

STATUS OF OAK LAKE SANCTUARY RIP RAP

The letter of modification to the water management permit to install riprap is in process, but has not been received. The less expensive bid received by Oak Lake Sanctuary did not meet the permitting requirements; however, the Oak Lake Sanctuary contractor was asked to revise the quote. A quote has also been solicited from a contractor who is on the County's approved list in the event the County does not permit the HOA's preferred contractor to do the work.

COMMONS PARTIAL DRAINAGE EASEMENT RELEASE REQUEST

This item relates to the work the Foundation is planning for their Commons parking area. A drainage easement was discovered that the Foundation has requested be released.

Dr. Trecker and Dr. Ted Raia raised questions about the project's impact on drainage at the Commons.

Mr. George Hermanson from Hole-Montes indicated that many of the easements in Pelican Bay changed over the years, and this drainage easement was originally platted, vacated and replaced. The project would not adversely affect drainage at the Commons.

Dr. Trecker motioned, Mr. Bachman seconded that the Board defer consideration of releasing this portion of the drainage easement pending review by the Water Management Committee. The motion carried unanimously.

ORIENTATION FOR NEW DIRECTORS

Mr. Dorrill suggested that new board member orientation be held at over the summer to include a tour of the maintenance site and a brief discussion of the Sunshine laws.

MONTHLY FINANCIAL REPORT

Dr. Trecker motioned, Mr. Bachman seconded to accept the financial report. The motion carried unanimously.

NEW SOLAR PANELS ON PELICAN BAY BLVD.

Mr. Dorrill acknowledged that solar panels were installed along Pelican Bay Boulevard on the golf course to provide power for aeration in that lake.

CHAIRMAN'S REPORT

Chairman O'Brien briefly discussed plans for the May 4 meeting, asking that Ms. Goetz's landscaping plans be obtained as soon as possible. Chairman O'Brien also asked the Committee Chairmen to prepare an overview of their committees to help new Board members in their requests for committee assignments. She also indicated that a discussion of the FY2016 Budget will take place at the May Board meeting.

COMMITTEE REPORTS

COMMITTEE CHAIR PROTOCOL

Mr. Cravens suggested that protocol be set up for the appointment of new chairs and how committees are organized. The Board discussed this, and the by-laws will also be looked at as it relates to this issue. Public comment was taken, and a concern for continuity was expressed.

Vice Chairman Chicurel motioned, Mr. Cravens seconded that when a new Board Chairman takes his or her seat, that they review the committee structures and determine the number of standing committees and appoint members to those committees. The motion carried nine to one with Mr. Bachman voting against it.

BUDGET COMMITTEE

Mr. Bachman reported the Budget Committee was preparing next year's budget and it was possible that the assessment would need to increase substantially. The Committee would make recommendations at the May meeting and to meet the County's deadline, a special meeting to approve the budget may need to be scheduled.

CLAM BAY COMMITTEE

Chairman O'Brien indicated headway is being made on the copper issue in Clam Bay. She was concerned about the FDEP permit modification and a letter sent by the engineer regarding the size of the dredge cut. She reviewed the results of the RFP for Clam Bay monitoring and that Turrell-Hall headed the list.

WATER MANAGEMENT COMMITTEE

A meeting in April would be scheduled.

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Mr. Dorrill advised the Board the Division would cost share the removal of exotics at Oak Lake Sanctuary where there is a PBSB drainage easement.

Mr. Cravens noted the Community Center lake that was stocked with Blue Tilapia last summer is filled with algae and there is no indication there are any fish left in the lake.

LANDSCAPE & SAFETY COMMITTEE

No meeting was scheduled, but Vice Chairman Chicurel indicated the Committee is awaiting proposed Phase 3 landscaping plans from the landscape architect.

OLD BUSINESS

None

NEW BUSINESS

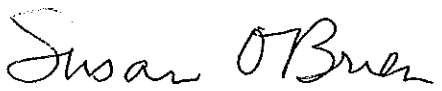
Dr. Trecker indicated that he will no longer be writing a regular PBSB monthly review for the Pelican Bay Post.

The Board members agreed that in the future all motions would be read back to insure that they are correctly stated and include all the required points.

Mr. Dorrill noted that the next meeting will be held on May 6, and he asked that Mary be advised of Board vacation plans for planning purposes.

ADJOURNMENT

Mr. Bachman motioned, Dr. Trecker seconded to adjourn. The motion carried unanimously and the meeting was adjourned at 3:20 p.m.



Susan O'Brien, Chairman

Minutes approved [] as presented OR [] as amended ON [5-6-15] date