

**PELICAN BAY SERVICES DIVISION BOARD REGULAR SESSION
MAY 6, 2015**

The Pelican Bay Services Division Board met on Wednesday, May 6, 2015 at 1:00 p.m. at the Community Center at Pelican Bay, 8960 Hammock Oak Drive, Naples, Florida 34108.

In attendance were:

Pelican Bay Services Board

Susan O'Brien, Chairman
Joe Chicurel, Vice-Chairman
Henry Bachman (absent)
Pat Bush
Tom Cravens

Ken Dawson (absent)
Bohdan Hirniak
Robert Schoonmaker (absent)
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
Dave Cook, Chairman, Pelican Bay Foundation Board
Peter Duggan, Mangrove Action Group
Tim Hall, Turrell, Hall & Associates
Jim Hoppensteadt, President, Pelican Bay Foundation

Mohamed Dabees, Humiston & Moore Engineers
Mary Johnson, Pelican Bay Foundation Board
Ted Raia, Mangrove Action Group
Linda Roth, Mangrove Action Group

AGENDA AS AMENDED

1. Pledge of Allegiance
2. Roll call
3. Agenda approval
4. Approval of 3/14/15 & 4/1/15 Regular Session minutes
5. Audience Comments
- 5.5 Silt level and dredging permit application (add on)
6. Administrator's report
 - a. Extraordinary law enforcement in PB this season
 - b. Reports on Jan-March police and traffic activity in PB
 - c. Addressing sight visibility issues at two intersections
 - d. Schedule for completing outstanding meeting minutes
 - e. Documentation for supplementary invoice request for additional work
 - f. Job description for proposed project manager
 - g. Monthly financial report
7. Administrator feedback, contract renewal and supplemental invoice
8. Committees
9. Committee reports
 - a. Budget
 - i. Preview of FY '16 Budget
 - b. Clam Bay
 - i. Change berm water quality testing

**Pelican Bay Services Division Regular Board Session Meeting Minutes
May 6, 2015**

- c. Landscape and Safety
- d. Water Management
 - i. Release portion of drainage easement at the Commons
 - ii. Use County lab to collect/test water quality samples in ponds
 - iii. Inclusion of littoral plantings in 2016 budget request (add on)
- 10. Chair's Comments
 - a. June meeting
 - b. Summer Board meeting schedule
 - c. Gulf Bay proposal for changes to medians near Waterpark Place
 - d. Water management activities and funding
- 11. Unfinished Business
- 12. New Business
- 13. Adjournment

ROLL CALL

With the exception of Mr. Bachman, Mr. Dawson and Mr. Schoonmaker, all members were present and a quorum was established.

AGENDA APPROVAL

Mr. Cravens motioned, Mr. Streckenbein seconded to approve the agenda with the addition of item 5.5 as Silt level and dredging permit applications; item 9d(iii) as Inclusion of littoral plantings in 2016 budget request; and the referral of the approval of the Budget and Clam Bay Committees minutes to those respective Committees for approval. The motion carried unanimously.

APPROVAL OF 3/4/2015 MINUTES

Mr. Cravens moved, Dr. Trecker seconded to approve the March 4 minutes as amended [p. 1 correct spelling of Dave Cook's name, and item 7a should read "Water management structures and pipes"; p. 2 under the February 4 minutes approval, the second line should refer to items 8e and 10e referring to Brazilian Pepper; p. 3 at top under the Bold heading, line 5 should read the "budget audit taking place"; under the Oakmont Lake Pathway Repair, the second sentence should read "It was proposed that the PBSB repair the corresponding eroding embankments"; p. 4 at the roll call motion, Mr. Iaizzo and Ms. O'Brien voted against the Motion and Mr. Bachman voted for it, and under the Administrator's Report, item a/b, the last sentence should read "Once the project is completed, the staffing and manpower needs related to Foundation support will be clarified"; p. 6 under Beach Renourishment Committee, the first sentence should read "The County is conducting an annual beach renourishment survey to determine which areas of the Collier County beaches are eroded such that the 100 foot guidelines are not met"; in the next sentence the word "results" should be stricken, and the last sentence should be removed; under the Landscape and Safety Committee p. 6, the period should be deleted in the last sentence and the following should be added: "...with the Foundation for the renovation and repair of the Oakmont Lake path and its lake banks"; under the Budget Committee, the last part of the first sentence should read, "Mr. Levy indicated that we are looking at an increase in the budget due to increases in the expenditures for beautification". The motion carried unanimously with those edits.

APPROVAL OF 4/1/2015 MINUTES

Mr. Cravens motioned, Dr. Trecker seconded to approve the April 1 minutes with the correction on P. 3 under the Minutes Approval of the Safety Committee, Mr. Bolick's name should be corrected in the 7th line, and after a discussion, it was agreed that the last sentence related to line-of-sight issues would remain the same; on P. 3, Item b, in the middle of the paragraph where it refers to road right-of-way, "(ROW)" should be inserted as it is referred to in this fashion later in the minutes. Mr. Dorrill also clarified the last sentence of Item b, indicating that his expressed concern was that it would create a county wide precedent for the other taxing districts that may have a similar situation. It was agreed that the words "thus, it was unlikely" would be stricken. Under item h, Commons partial drainage easement, in the second paragraph the words "were concerned" in the first line should be replaced with "raised questions about"; the word "to" should be replaced with "on" in the next sentence after the words "projects impact"; in the motion under this topic, in the second line, the words "to the" should be replaced with "pending review by"; under the Budget Committee, in the third line, the word "make" should be replaced with the word "meet" before "the County deadline"; under New Business, after the word "writing", the words "a regular PBSB monthly review...". The Board members also agreed that in the future all motions would be read back to insure that they are correctly stated and include all the required points. Ms. O'Brien also noted that the correct spelling of Mr. Hirniak's first name is Bohdan and should be corrected in the minutes, and Mr. Hoppensteadt should also be noted as being present at the meeting. Under the amended agenda, Item 8K should indicate that it was an "add on"; on P. 5 under Status of Tidal Gauges, the "RFD" process should read "RFQ" Process, and the tenses used should both be past tense; on P. 6 under the Chairman's Report, Dr. Chicurel asked that the second sentence be stricken, and replaced with, "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 FY 2016 Budget will take place at the May Board meeting". The motion then carried unanimously with those edits.

AUDIENCE COMMENTS

Dr. Joseph Doyle asked that the time allotted for comments be changed to three minutes rather than one as is stated on the agenda. He also indicated that he had addressed the County Commission on two occasions, once to remind them of the revenue they receive from Pelican Bay, and the other was to request the Commission to be mindful that Pelican Bay uses their vehicles very differently than the rest of the County when they consider leasing vehicles.

Ms. Mollie Moffatt asked the Board to consider an alternate method to amend the minutes as a large amount of time is spent on making corrections. .

Mr. John Domenie, representing the Mangrove Action Group, thanked the PBSB for allowing the Clam Bay Booklet to be distributed at the recent Earth Day Celebration at the Conservancy. Many positive responses to it were received.

Mr. Gary Ventress from Oak Lake Sanctuary indicated that their riprap vendor had not yet received the request for quotation information which was to be provided to them after the April meeting. Mr. Dorrill advised that it was delivered to them either over the previous weekend or Monday, and they now have plans and specifications in place. Chairman O'Brien added that they hoped to be approving those bids at the June meeting.

**Pelican Bay Services Division Regular Board Session Meeting Minutes
May 6, 2015**

Dr. Ted Raia expressed his concern about the governance of the PBSB, suggesting that all of its business is not being conducted at the open meetings. He felt that the Board was acting on issues outside of their purview and the public is not being advised of it unless they specifically inquire. In response to Dr. Trecker's request for more specifics, Dr. Raia clarified that he felt that the consultant's hired by the Board were dealing directly with the approving agencies rather than the Board making the decisions at the meetings.

Mr. Peter Duggan, President of the Mangrove Action Group, expressed the same concerns that Dr. Raia voiced, and suggested that the consultants should report directly to the Board or one of its members in an open session so information can be disseminated to all interested parties. He also suggested that the Board should directly manage the process.

FDEP PERMIT MODIFICATION

Concerns over allowing up to ten percent silt content in the dredge through Clam Pass placed on the beach were discussed. The Board took no action. As a result, no change in the allowable silt content was made in the current dredging permit application.

Dr. Trecker motioned, Mr. Cravens seconded that the PBSB Board approve establishing internally the maximum silt content of the sand placed on the beach be 6 percent for a mechanical dredge and 5 percent for a hydraulic dredge. Dr. Trecker then withdrew his motion.

A five minute break was then taken.

ADMINISTRATOR'S REPORT

Ms. O'Brien determined that items a, b and c would be deferred to the following month.

SCHEDULE FOR COMPLETING OUTSTANDING MINUTES

It was agreed that in the future all minutes will be provided to the respective committees immediately upon their completion for approval.

Mr. Dorrill noted that they were trying to provide six to eight sets of minutes per month to bring the minutes up to date.

Ms. O'Brien asked that a clean copy be provided to the committees, with names and motion makers corrected as necessary by staff.

SUPPLEMENTARY INVOICE FOR ADDITIONAL WORK

Mr. Dorrill provided this information as requested for the additional work that was done in connection with Clam Bay Activities, adding that he had waived one month of his own fees as a professional courtesy. Ms. O'Brien suggested that the six Clam Bay Committee meetings noted as being attended were part of what she would consider normal activity, and felt that the request should be reduced from 35 hours to 23 hours. Mr. Dorrill noted that there were several activities with various County officials and BCC members that were part of those 35 hours as well.

Dr. Trecker motioned, Mr. Streckenbein seconded that the Board approve the \$5,075 requested for supplemental work. The motion passed six to one with Ms. O'Brien voting against it.

JOB DESCRIPTION FOR PROPOSED PROJECT MANAGER

The Budget Committee requested specific monthly or annual activity associated with this new position, and as per the County Human Resource Department, is an entry level, associate position. Mr. Dorrill will share the specific work plan with the Board as early as the following day in advance of the next Budget Committee meeting.

MONTHLY FINANCIAL REPORT

The Board agreed to continue the financial report to the following month.

ADMINISTRATOR FEEDBACK, CONTRACT RENEWAL, SUPPLEMENTAL INVOICE

The directors critiqued Mr. Dorrill's performance and provided a number of suggestions.

Mr. Cravens motioned, Dr. Chicurel seconded to notify the County Purchasing Director that the PBSB Board wished to renew Mr. Dorrill's contract. The motion carried unanimously.

COMMITTEES

Ms. O'Brien asked the Board members to advise her of any further committee preferences or changes by Friday of that week.

BUDGET COMMITTEE REPORT

Mr. Bachman was not in attendance, and because of the Sunshine law, Mr. Dorrill did not share the email he received earlier from Mr. Bachman for Ms. O'Brien before the meeting that related to his budget position. Ms. O'Brien will address this after the meeting with Mr. Dorrill. Some of the budget increases were pointed out in the background material, and the budget will be brought before the Board for approval at the June meeting.

CLAM BAY COMMITTEE REPORT

TRANSMITTAL TO ARMY CORPS OF ENGINEERS

Ms. O'Brien noted that the Army Corps of Engineers was being contacted to clarify to that the Clam Bay Management Program is an integral part of the permit application. That has been done, and a copy of that transmittal will be provided to the Chairman by Mr. Hall.

BERM WATER QUALITY TESTING CHANGES

The Clam Bay Committee is recommending that the water quality samples from the berm sites be done only from June through October with the parameters as specified in the permit.

Ms. O'Brien motioned, Mr. Cravens seconded that the Board approve the Clam Bay Committee's recommendation regarding the berm water quality testing. The motion carried unanimously.

Dr. Trecker felt that the numbers were meaningless as the water quality changed from month to month in those areas, and are almost always artificially high.

Mr. Hall recommended that the testing should continue to be done.

LANDSCAPE & SAFETY COMMITTEE REPORT

The monthly committee meeting has not yet been held, and the concept drawings have not yet been received from Ms. Goetz.

Dr. Chicurel has received some emails from the residents complaining about some of the landscaping, which he will bring to the Committee and then to the full Board.

Ms. O'Brien asked about the expanded mulch areas in the community, and suggested that this could be addressed by the Committee.

WATER MANAGEMENT COMMITTEE

RELEASE OF DRAINAGE EASEMENT AT THE COMMONS

In response to Ms. O'Brien's concerns about the authority of the Board to release this easement, Mr. Dorrill indicated that the staff engineer had reviewed this, and he noted that the operative language was contained in the first paragraph of the 3/24 letter sent by Mr. Carr in this regard. Mr. Dorrill will confirm that this is an administrative matter, or if it will require the approval of the County Commission, and he will advise the Board once he has spoken with Mr. Carr about this issue. The Board will receive copies of the documents involved in the easement release.

Mr. Cravens moved, Mr. Streckenbein seconded that the Board release the drainage easement at the Commons to the Foundation. The motion carried unanimously.

USE OF COUNTY LAB TO TEST WATER QUALITY SAMPLES IN LAKES

Mr. Cravens moved, Mr. Streckenbein seconded that the County lab be used to collect and test water quality samples from the 30 designated lakes and report them to the Board on a quarterly basis beginning in 2016. The motion carried unanimously.

INCLUSION OF LITTORAL PLANTINGS IN 2016 BUDGET

Dr. Trecker indicated that these plants have been proven to be successful all over the state, and suggested that they split the cost into two years, with an amount of \$7,500 to be put in the budget request for 2016.

Ms. O'Brien asked that some input from the communities be obtained on littoral plantings as well.

CHAIR'S COMMENTS

JUNE MEETING

Ms. O'Brien noted the items that will be addressed at the June meeting, including the FY 2016 budget, Ms. Goetz's recommendations for landscaping, the Oakmont Lake Pathway bids, the Oak Lake Sanctuary bid, the project manager position, water management and the calendar of meetings for the coming year.

SUMMER BOARD MEETING SCHEDULE

Ms. O'Brien suggested that no meeting be held in August, and asked the Board to let Ms. McCaughtry know if they will be unavailable for the June, July or September meetings.

GULF BAY PROPOSAL FOR CHANGES TO MEDIANS NEAR WATERPARK

PL

Dr. Bush reported that she had heard from Gulf Bay's counsel that they are trying to prevent left turns from the south exit at Waterpark Place, and a direct left turn that goes into Marker 36 parking lot.

Mr. Dorrill indicated that he had received no information on this, but he had been advised that as a courtesy the PBSB would have an opportunity to review this before any material change is made. Mr. Dorrill will follow up with Mr. McKenna to determine where this issue stands at this point.

WATER MANAGEMENT ACTIVITIES AND FUNDING

This item was to acknowledge the receipt of the materials that Mr. Bachman had requested, and Dr. Trecker indicated that he had problems with quite a bit of it in that he did not feel that the Board should be replacing anything on private property.

Ms. O'Brien suggested that this item should be revisited.

ADJOURNMENT

Mr. Cravens motioned, Dr. Trecker seconded to adjourn the meeting at 4:19 p.m. The motion carried unanimously.

Susan O'Brien

Susan O'Brien, Chairman

Minutes approved [] as presented OR [] as amended ON [6-3-15] date