

**PELICAN BAY SERVICES DIVISION BOARD REGULAR SESSION
DECEMBER 2, 2015**

The Pelican Bay Services Division Board met on Wednesday, December 2, 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 Division Board

Susan O'Brien, Chairman

Joe Chicurel, Vice-Chairman

Tom Cravens

Ken Dawson

Bohdan Hirniak

Scott Streckenbein

Dave Trecker

Pelican Bay Services Division Staff

Neil Dorrill, Administrator

Marion Bolick, Operations Manager

Mary McCaughtry, Operations Analyst

Lisa Jacob, Associate Project Manager

Barbara Shea, Recording Secretary

Also Present

Dave Cook, Pelican Bay Foundation

Tim Durham, County Manager's Office

Jim Hoppensteadt, Pelican Bay Foundation

Robert Naegele, PBPOA

Arielle Poulos, Turrell, Hall & Associates

Mike Shepherd, Pelican Bay Resident

Gary Ventress, Pelican Bay Resident

APPROVED AGENDA (AS AMENDED)

1. Pledge of Allegiance
2. Roll call
3. Agenda approval
4. Approval of meeting minutes
 - a. 11/4/15 Regular Session
 - b. 11/17/15 Workshop
5. Audience comments
6. *Approve capital expenditure for replacement/refurbishment of signage
7. *Approve up to \$25,000 for CH2MHill to provide upland water quality reports
8. Discuss use of easements and an agreement for PBSB/PBF landscaping
9. Discuss staff recommendations for Community Improvement street lighting project
10. Discuss staff recommendations for aeration and littoral plantings
11. Discuss staff recommendations for lake bank erosion work
12. Discuss FDOT recommendations for line of sight at medians
13. Discuss permitted PBSB authority for Pelican Bay lake maintenance
 - a. Ordinance and amended memoranda of agreement/letter of understanding
14. Administrator's report
 - a. Timeline for redoing sharrow markings
 - b. Status of request to Collier County regarding PBSB participation in selected site improvement applications
 - c. *Approve staff to move forward with doing the RFP for the irrigation project
 - d. November financial report

**Pelican Bay Services Division Board Regular Session
December 2, 2015**

15. Committee reports
 - a. Budget
 - b. Clam Bay
 - c. Landscape & Safety
 - d. Water Management
16. Chair's report
 - a. Committee meetings
17. Unfinished business
18. New business
 - a. PBSD Board consideration to recommend to the BCC to change Ordinance 2013-19 to allow the chair of the PBSD to serve a term of greater than one year.
 - b. Closing of Tax Collector's Office in Pelican Bay
19. Adjournment

ROLL CALL

All members were present and a quorum was established

CHAIRMAN O'BRIEN OPENED THE MEETING WITH A MOMENT OF SILENCE FOR THE PASSING OF JOHN BOLAND

AGENDA APPROVAL

Mr. Dawson motioned, Mr. Cravens seconded to approve the agenda as amended, moving Item #16b up to Item #13a and adding Item #18b. The motion carried unanimously.

APPROVAL OF 11/4/15 REGULAR SESSION MEETING MINUTES

Mr. Cravens motioned, Dr. Trecker seconded to approve the 11/4/15 regular session meeting minutes as amended. The motion carried unanimously.

APPROVAL OF 11/17/15 WORKSHOP MEETING MINUTES

Mr. Streckenbein motioned, Mr. Dawson seconded to approve the 11/17/15 workshop meeting minutes as amended. The motion carried unanimously.

AUDIENCE COMMENTS

Dr. Joseph Doyle, Ms. Marge Canning, and Mr. Dave Cook commented.

APPROVE CAPITAL EXPENDITURE FOR REPLACEMENT/REFURBISHMENT OF SIGNAGE

Mr. Dorrill reported that the FY16 capital expenditure for replacement/refurbishment of signage was included in the FY16 capital budget and consequently, no additional approval was required by the PBSD Board. The Board concurred and asked Mr. Dorrill to keep the Board

informed of all future stages of the project. The Board requested that the “Grenadier” signs be held back for now as there is construction in that area.

APPROVE UP TO \$25,000 FOR CH2MHILL TO PROVIDE UPLAND WATER QUALITY REPORTS

Dr. Trecker motioned, Mr. Cravens seconded to recommend approval up to \$25,000 for CH2MHill to provide quarterly water quality reports and an annual presentation. The motion carried unanimously.

DISCUSS USE OF EASEMENTS AND AN AGREEMENT FOR PBSB/PBF LANDSCAPING

Dr. Trecker prepared and discussed a draft “landscape and maintenance easement” agreement for PBSB/PBF landscaping which was added to the record. The Board has an interest in formalizing responsibilities and will bring back this issue at the January Board meeting.

DISCUSS STAFF RECOMMENDATIONS FOR COMMUNITY IMPROVEMENT STREET LIGHTING PROJECT

Mr. Dorrill provided an estimated engineering budget of \$40,000 for the CIP street lighting project received from Jim Carr of AB&B. The FY16 budget includes \$25,000 for this project. AB&B has recommended an inspection of the electrical poles to determine whether they are structurally sound or need to be replaced. Mr. Dorrill recommended future discussion at a joint meeting of the Budget and Landscape & Safety committees.

DISCUSS STAFF RECOMMENDATIONS FOR AERATION AND LITTORAL PLANTINGS

Mr. Dorrill reported that littoral plantings are planned for May 2016. Mr. Dorrill reported that an additional \$96,000 would be needed in the FY16 budget to purchase aerators for all PBSB lakes this year, instead of spreading this project over two years as currently scheduled. The Board took no steps to change the budget; in effect, maintained the two year timeframe.

DISCUSS STAFF RECOMMENDATIONS FOR LAKE BANK EROSION WORK

Mr. Dorrill reported that the lake vertical drop-off survey will be updated by the end of March and he will bring back areas of concern to the Board at that time.

DISCUSS FDOT RECOMMENDATIONS FOR LINE OF SIGHT AT MEDIANS

The Board discussed safety issues caused by inadequate lines of sight at selected entrances and intersections in Pelican Bay. Mr. Dawson provided photos of intersections where lines of sight are impaired. Dr. Chicurel commented that this issue will be discussed further at the next Landscape & Safety Committee meeting.

**DISCUSS PERMITTED PBSB AUTHORITY FOR PELICAN BAY LAKE
MAINTENANCE**

Mr. Dorrill reported that our civil engineer at AB&B is researching South Florida Water Management District permits to identify the work that PBSB is authorized to perform in water management ponds in Pelican Bay.

**ORDINANCE AND AMENDED MEMORANDA OF AGREEMENT/LETTER OF
UNDERSTANDING**

Ms. Linda Roth provided a summary of all Pelican Bay MSTBU Ordinances which was added to the record.

Mr. Cravens motioned, Dr. Trecker seconded that the PBSB Board recommends the creation of an ad hoc committee to review the memorandum of agreement/letter of understanding and amendments thereto. The motion carried 4-3 with Ms. O'Brien, Dr. Chicurel, and Mr. Dawson dissenting. Ms. O'Brien stated that she would consider this.

ADMINISTRATOR'S REPORT

TIMELINE FOR REDOING SHARROW MARKINGS

Mr. Dorrill reported that the contractor has begun redoing the sharrow markings and the project is expected to be completed within two weeks.

**STATUS OF REQUEST TO COLLIER COUNTY REGARDING PBSB
PARTICIPATION IN SELECTED SITE IMPROVEMENT APPLICATIONS**

Mr. Dorrill reported that PBSB staff has been added to the notification list for pre-application meetings associated with all Site Development Plans in Collier County. Any plans associated with Pelican Bay will be forwarded to Mr. Dorrill and/or Mr. Jim Carr for review.

**APPROVE STAFF TO MOVE FORWARD WITH DOING THE RFP FOR
THE IRRIGATION PROJECT**

Mr. Dorrill reported staff is moving forward with the irrigation project. The next step is to contact our Purchasing Agent to determine whether a sealed bid or "request for proposal" is required for the purchase of the irrigation equipment.

NOVEMBER FINANCIAL REPORT

Dr. Trecker motioned, Mr. Cravens seconded to approve the November financial report. The motion carried unanimously.

BUDGET COMMITTEE REPORT

Mr. Streckenbein encouraged committee chairmen to bring forward proposed FY17 projects as soon as possible.

CLAM BAY COMMITTEE REPORT

Ms. Poulos, of Turrell, Hall & Assoc., reported no new agency communications related to our ten year Clam Bay permit. She reported that the tidal gauges will be operational soon.

LANDSCAPE & SAFETY COMMITTEE REPORT

Dr. Chicurel reported that the Landscape & Safety Committee met on Nov. 16 and the following items were discussed and/or acted upon.

1. Sgt. Bohannon and Cpl. Spartz of the Collier County Sheriff's Office discussed the illegality of commercial vehicles and car carriers parked on Pelican Bay Blvd. as well as rollerblading on any road in Pelican Bay. A notice of these issues was published in the Pelican Bay e-blast, "Today in the Bay."

2. "Speed trailers" will be employed during season to identify speeding vehicles on Pelican Bay Blvd. Mr. Dorrill will also use the "enhanced policing" provision of the PBSB ordinance to provide police patrols from dusk to 11:00 p.m. as well as sporadically during morning hours to enforce traffic laws pertaining to cyclists.

3. The consensus of the committee was to recommend to the PBSB Board to direct staff to paint, repair, and maintain Pelican Bay's three entrance monuments along Rte. 41.

4. "Lines of sight" safety issues pertaining to medians and intersections will be discussed further at future Board and committee meetings.

5. General landscaping goals and guidelines were discussed and refined.

6. A purchase order has been issued for the sharrows on Pelican Bay Blvd. and Gulf Park Drive and repainting will begin shortly.

WATER MANAGEMENT COMMITTEE REPORT

Mr. Cravens discussed the Water Quality Workshop to be held on Jan. 26. Ms. O'Brien will send invitations to 29 association presidents and 125 single family homeowners. Mr. Naegele confirmed that the PBPOA will cosponsor the event and provide wine and cheese at the conclusion of the public workshop. Water management presentations are scheduled to be given to the Presidents Council by Mr. Cravens and to the Mangrove Action Group by Dr. Trecker. Mr. Dorrill reported opening a purchase order for \$25,000 for the willow removal along the east side of the berm.

CHAIRMAN'S REPORT

COMMITTEE MEETINGS

Ms. O'Brien recommended that committee chairmen consider using the conference room at the PBSB office for future committee meetings.

UNFINISHED BUSINESS

None

NEW BUSINESS

PBSB BOARD CONSIDERATION TO CHANGE ORDINANCE 2013-19 AS

TO THE LENGTH OF THE TERM OF THE PBSB BOARD CHAIRMAN

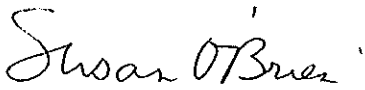
Mr. Cravens discussed the lifetime restriction of each Board member to serve a single one year term as Board Chairman. After discussion, the consensus of the Board was to not pursue this issue.

CLOSING OF TAX COLLECTOR'S OFFICE IN PELICAN BAY

Mr. Dorrill reported that the Tax Collector's Office in the Fifth Third Bank building has closed and he will inquire as to any plans to reopen this office in another location in Pelican Bay.

ADJOURNMENT

The meeting was adjourned at 3:38 p.m.



Susan O'Brien, Chairman

Minutes approved [] as presented OR [] as amended ON [01-06-16] date