PELICAN BAY SERVICES DIVISION
Municipal Services Taxing & Benefit Unit

NOTICE OF PUBLIC MEETING
WEDNESDAY, OCTOBER 3, 2018
THE PELICAN BAY SERVICES DIVISION BOARD WILL MEET AT 1 PM ON
OCTOBER 3 AT THE COMMUNITY CENTER AT PELICAN BAY, LOCATED AT 8960
HAMMOCK OAK DRIVE, NAPLES, FLORIDA 34108.

AGENDA

1. Pledge of Allegiance
2. Roll Call
3. Agenda approval
4. Approval of 09/05/18 Regular Session meeting minutes
5. Audience Comments
6. Administrator's report
   a. Update on timeline for streetlight and sign bid awards
   b. Update on plans for US 41 berm clean-up and restoration
   c. Update on Gulf Park Drive median-cut construction
   d. Update on Bay Colony drainage survey
   e. Oak Lake sanctuary weir permit modification
   f. Beach raking evaluation/red tide clean-up plan
   g. Payroll audit 90-day Internal Controls compliance
   h. County reclaimed water rate increase
   i. Proposal for planning new field operations facility & admin. building
7. Committee reports
   a. Clam Bay
   b. Landscape & Safety
   c. Water Management
   d. Budget
8. Chairman's report
9. Old business
10. New business
11. Adjournment

*indicates possible action items

ANY PERSON WISHING TO SPEAK ON AN AGENDA ITEM WILL RECEIVE UP TO THREE (3) MINUTES PER ITEM TO
ADDRESS THE BOARD. THE BOARD WILL SOLICIT PUBLIC COMMENTS ON SUBJECTS NOT ON THIS AGENDA AND
ANY PERSON WISHING TO SPEAK WILL RECEIVE UP TO THREE (3) MINUTES. THE BOARD ENCOURAGES YOU TO
SUBMIT YOUR COMMENTS IN WRITING IN ADVANCE OF THE MEETING. ANY PERSON WHO DECIDES TO APPEAL A
DECISION OF THIS BOARD WILL NEED A RECORD OF THE PROCEEDING PERTAINING THERETO, AND THEREFORE
MAY NEED TO ENSURE THAT A VERBATIM RECORD IS MADE, WHICH INCLUDES THE TESTIMONY AND EVIDENCE
UPON WHICH THE APPEAL IS TO BE BASED. IF YOU ARE A PERSON WITH A DISABILITY WHO NEEDS AN
ACCOMMODATION IN ORDER TO PARTICIPATE IN THIS MEETING YOU ARE ENTITLED TO THE PROVISION OF
CERTAIN ASSISTANCE. PLEASE CONTACT THE PELICAN BAY SERVICES DIVISION AT (239) 597-1749 OR VISIT
PELICANBAYSERVICESDIVISION.NET.
PELICAN BAY SERVICES DIVISION BOARD REGULAR SESSION
SEPTEMBER 5, 2018

The Pelican Bay Services Division Board met on Wednesday, September 5, 2018, 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**
Scott Streckenbein, Chairman
Tom Cravens, Vice-Chairman (*absent*)
Joe Chicurel
Jacob Damouni
Ken Dawson

Nick Fabregas (*absent*)
Pete Griffith (*absent*)
Bohdan Hirniak
Susan O’Brien
Mike Shepherd
Rick Swider (*absent*)

**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**
Sean Callahan, County Manager’s Office
Mohamed Dabees, Humiston & Moore

Swain Hall, Collier County Procurement
Jim Hoppensteadt, Pelican Bay Foundation
Trent Waterhouse, Pelican Bay Foundation

APPROVED AGENDA (AS AMENDED)

1. Pledge of Allegiance and roll call
2. Agenda approval
3. Approval of 37/11/18 Regular Session meeting minutes
4. Audience Comments
5. *Approval of DMG Contract for Solicitation #18-7352
6. *Approval of minor Clam Pass permit modification
7. Administrator’s report
   a. Update on timeline for streetlight and sign bid awards
   b. *Approval of plans for US 41 berm clean-up and restoration
   c. *Approval of Gulf Park Drive median-cut
   d. Update on Bay Colony restoration
   e. July and August financial reports
8. Committee reports
   a. Clam Bay
   b. Landscape & Safety
      i. *Approval of sidewalk analysis proposal
   c. Water Management
      i. *Approval of Lake 2-9 restoration
      ii. *Suspension of WQ testing of upland lakes
   d. Budget
9. Chairman’s report
10. Old business
   a. 30-day follow-up to Clerk’s audit (add-on)
11. New business
12. Adjournment

ROLL CALL
Mr. Cravens, Mr. Fabregas, Mr. Griffith, and Mr. Swider were absent and a quorum was established

AGENDA APPROVAL
Mr. Dawson motioned, Mr. Damouni seconded to approve the agenda as amended, with the addition of item #10a. The motion carried unanimously.

APPROVAL OF 07/11/18 REGULAR SESSION MEETING MINUTES
Mr. Dawson motioned, Mr. Shepherd seconded to approve the 07/11/18 regular session meeting minutes as amended. The motion carried unanimously.

AUDIENCE COMMENTS
Mr. Jim Hoppensteadt, Pelican Bay Foundation, commented on his recent discussions with Mr. Dorrill to develop a contingency plan for future red tide events. He commented that although the County’s Coastal Zone Management Dept. has been responsive to our requests for beach raking in the past, the department has staffing and equipment limitations. Mr. Hoppensteadt would like to see the PBSD collaborate with the PBF and/or Bay Colony to formulate contingency plans for future red tide events.

APPROVAL OF DMG CONTRACT FOR SOLICITATION #18-7352
Mr. Streckerbein introduced Mr. Sean Callahan, the new County Executive Director – Corporate Business Operations, and Mr. Swain Hall, County Procurement Manager.
Mr. Streckerbein briefly summarized the process for the RFP for PBSD Management Services, and highlighted subsequent events to the July PBSD Board meeting including:
• At the selection committee, DMG received 729 points out of a possible 800 evaluation points; the vote was 7-1 in favor of DMG’s contract approval.
• The selection committee chose Mr. Streckerbein to work with the County Manager’s Office and the Procurement Office to negotiate a final contract with DMG; the final agreement was included in the agenda packet.
• Some changes were made to the “Scope of Services” in the agreement; items #3-12, #3-15, #3-17, #14, and #17 had changes and were briefly discussed.
• The finalized contract is for 3 years, with a 2-year renewal option, which is standard for County contract terms.
• This County contract can be terminated, with 30 days’ notice, if the PBSD Board has any problem with the management services provided.
Mr. Dawson motioned, Mr. Shepherd seconded to approve the DMG contract for solicitation #18-7352. The motion carried 6-1, with Ms. O’Brien dissenting.

APPROVAL OF MINOR CLAM PASS PERMIT MODIFICATION
Dr. Dabees, Environmental Consultant with Humiston & Moore, recommended the submittal of a minor Clam Pass permit modification to the State of Florida and Corps of Engineers, which would enable the PBSD to increase the beach fill width near the public access area at Clam Pass Park Beach (between markers R-2 and R43) during any future Clam Pass dredging project.

Ms. O’Brien motioned, Mr. Damouni seconded to approve the Clam Pass permit modification project. The motion carried unanimously.

ADMINISTRATOR’S REPORT
UPDATE ON TIMELINE FOR STREETLIGHT AND SIGN BID AWARDS
Mr. Dorrill provided an update on the hurricane-related repairs to community street lights project, bid #18-7334. Bids of $97,894 to $143,124 were received and staff recommended awarding the contract to SPE, the lowest and most responsive bidder. The bid is substantially lower than the engineer’s estimate of approximately $250,000.

Mr. Shepherd motioned, Mr. Hirniak seconded that we proceed with the provider (SPE) who has bid $97,894 to repair and/or straighten all our street lights, and grant change orders up to $10,000. The motion carried unanimously.

APPROVAL OF PLANS FOR US 41 BERM CLEAN-UP AND RESTORATION
Mr. Dorrill commented that the plans for the US 41 berm clean-up and restoration were well received at the August Landscape & Safety Committee and recommended for approval with two conditions: (1) additional review of the area adjacent to Ridgewood Park, and (2) replacement of some of the planned clustered sabal palms with hardwood trees.

Dr. Chicurel summarized the subsequent events to the August L&S Committee meeting:
• Additional discussions/comments by PBSD and PBF board members resulted in suggested modifications to the plan (as presented in August) to include (1) substantially replacing sabal palms with hardwood trees (which would help remediate the noise pollution from US 41), and (2) replacing “grasses” with plants.
• Mr. Griffith, Mr. Waterhouse, and Ms. Goetz came to an agreement on modifications to areas 17, 18, and 19 in the plan.
• The joint PBF/PBSD subcommittee’s recommendations have been taken into account.

Ms. O’Brien commented that (1) the PBSD Board and the PB community should have the opportunity to see the new revised plan, (2) this landscaping will be planted on private property (owned by the PBF and four community associations), who have not seen the plan, (3) all specific changes to the August Goetz plan should be submitted in writing to Ms. Goetz, and (4) Mr. Griffith and Mr. Cravens (PBSD Board members who were unable to attend today’s meeting) have asked the PBSD Board not to approve this plan at today’s meeting.

Mr. Trent Waterhouse, PBF Board, commented that (1) the final plan must be provided to the PBF for review and approval, (2) 25% of the plants included in the plan will not grow taller than six feet and suggested that this be reconsidered by Ms. Goetz, (3) noise, light pollution, and security are
not addressed in the plan (per Ms. Goetz), and suggested adding clusia to the plan which would provide a thick dense barrier.

Ms. Beth Flaherty suggested that the PBSD Board not make a hasty decision on this plan and recommended spending more time looking at all options available.

Mr. Brian Flaherty suggested (1) not making a hasty decision on this plan, (2) looking at solutions other than trees, and (3) pushing back a vote on this issue for a month, when more PB residents would have returned to their PB residences and would be able to review the proposed plan.

Mr. Happenscheidt commented that once the PBSD approves the funding for this project, the PBIF will make all efforts to expedite the review and approval of it.

Mr. Chicurel motioned, Mr. Shepherd seconded that the PBSD Board approve the allocation of no more than $475,000 for the restoration of the US 41 berm according to the landscape plan developed by Ellin Goetz with the following caveats: (1) that sections 17, 18, & 19 of the plan be revised to include significantly more shade trees instead of sabal palms, (2) that all grasses be removed from the plan, and (3) that hardwood trees of good size replace sabal palms so that noise remediation and a visual barrier be created. The motion carried 6-1, with Ms. O’Brien dissenting.

APPROVAL OF GULF PARK DRIVE MEDIAN-CUT

Mr. Dorrill reported that bids were received for the Gulf Park Dr. median cut-through project ranging from $73,415 to $131,926, with Bonness Inc. being the lowest bidder.

Ms. O’Brien questioned whether the PBSD Board would ask the Oak Lake Sanctuary Association for a contribution. Mr. Shepherd commented that the board had already decided that it was not philosophically appropriate to ask for a contribution.

Mr. Shepherd motioned, Dr. Chicurel seconded to approve the Gulf Park cut-through and award the contract to the low bidder, Bonness Inc., in the amount of $73,416.25. The motion carried 5-1, with Ms. O’Brien dissenting, and Mr. Dawson abstaining.

RIGHT TURN ONLY EXITING PELICAN BAY ON GULF PARK DRIVE

Mr. Shepherd motioned, Mr. Dawson seconded to instruct our Administrator to proceed with all due haste to make changes to the Gulf Park Dr. intersection that involve re-striping the left lane from the cut-through to US 41 so that the intersection becomes a “right turn only” to exit Pelican Bay. The motion carried 6-1, with Ms. O’Brien dissenting.

UPDATE ON BAY COLONY RESTORATION

Mr. Dorrill commented that the current Bay Colony drainage improvement project has been completed. He noted that we are waiting on the results of a topographic survey of the drainage swale, which may show that reconstruction of the swale will be necessary in the future.

Mr. Dorrill reported that repairs to drainage pipes at Turkey Oak and Willowwood cul-de-sacs have been completed.

Mr. Dorrill commented on his recent discussions with Mr. Nick Casalanguida, Deputy County Manager, regarding the possibility of the PBSD taking over responsibility of the maintenance of PB
stormwater pipes, in exchange for some level of annual funding from the County. Ms. O’Brien suggested that the PBSD Board have a discussion on the possibility of taking over this responsibility.

**SOLAR AERATION – HURRICANE DAMAGE**
Mr. Shepherd commented that the solar aeration (hurricane damage repairs) project is out for bid. He suggested that we sever relations with Aquagenics and exclude them from being considered a responsive bidder for the project. Mr. Dorrill commented that staff is looking into warranty claims for some of our aerators in need of repair.

**PROPOSED STORMWATER UTILITY**
Mr. Dorrill commented on widespread concern over the County’s proposed new stormwater utility fees. Mr. Waterhouse commented that PB residents received letters showing proposed resident fees which included a 25% credit, but subsequently, the County increased the credit for PB residents to 50% (noted online). This issue will be discussed by the BCC at their budget hearings on Sept. 6.

**JULY AND AUGUST FINANCIAL REPORTS**
Mr. Shepherd motioned, Ms. O’Brien seconded to accept the July and August financial reports. The motion carried unanimously.

**COMMITTEE REPORTS**

**CLAM BAY REPORT**
Ms. O’Brien provided her September 2018 Clam Bay update in the agenda packet. She highlighted, (1) the August tidal ratio report shows ratios above .6 (slightly lower than the prior month), (2) good news - copper exceedences are at 9% for the year (improved from last year), (3) bad news – total phosphorus exceedences of state standards are at 46%, and (4) Mr. Tim Hall, Environmental Consulting with Turrell, Hall, has stated that he does not recommend using hydrogen peroxide to combat algae in the swale east of the berm.

**LANDSCAPE & SAFETY REPORT**
Dr. Chieurel reported that the Landscape & Safety Committee met on Aug. 16, and the following items were discussed.

1. Mr. Travis Gossard, Collier County Director of Road Maintenance, informed the committee as to the pros and cons of thermoplastic applications of sharrows and painting of sharrows on roadways. His recommendations were (1) white painted sharrows – with a thickness of 20 mils, (2) own our stencils – same image will be reproduced, (3) use grinder to remove old sharrow markings, (4) do not use black painted box with white sharrow over it, and (5) thermoplastic markings are slippery when wet. Staff will confer with our contractor and report back with a definitive plan and cost of re-applying sharrows on PB roads consistent with these County recommendations. Mr. Gossard also indicated he would notify PBSD’s Administrator as to the place Gulf Park Dr. occupies in the County’s resurfacing schedule.

2. The committee voted unanimously to recommend to the full board that the proposal Agnoli, Barber & Brandage presented be adopted and that funds not to exceed $40,000 be allotted for their sidewalk analysis. Mr. Dorrill will confer with the County to determine a funding process and/or how much the County will participate in the replacement of Pelican Bay’s sidewalk system.
3. The committee voted unanimously to approve the US 41 berm restoration plan presented by landscape architect, Ellin Goetz, with the addition of a plan for the Ridgewood Park perimeter adjacent to US 41 (committee member, Mr. Griffith asked for this supplemental addition).

4. The committee voted unanimously to ask the County to make the intersection of US 41 and Gulf Park Dr. a “right turn only” lane when exiting Pelican Bay (going eastbound on Gulf Park Dr.).

APPROVAL OF SIDEWALK ANALYSIS
Dr. Chicurel commented on a proposal from ABB to estimate the cost of replacing the existing PB pathways with six-foot wide concrete sidewalks. Mr. Dorrill commented that ABB has stated that “six-foot concrete” is the standard for County sidewalks. Ms. O’Brien suggested that materials other than concrete be explored. Dr. Chicurel commented that sidewalks may be meandering and may be five feet wide where appropriate.

Dr. Chicurel motioned, Mr. Shepherd seconded that the PBSRD Board allocate no more than $40,000 for Agnoli, Barber, & Brundage Inc. to conduct a study to estimate the cost of replacing the existing sidewalks within Pelican Bay pursuant to Exhibit A under item #8.b.i. of today’s meeting agenda, and instruct our Administrator to consult with the County that a six foot wide concrete replacement sidewalk is acceptable. The motion carried 6-1, with Ms. O’Brien dissenting.

WATER MANAGEMENT REPORT
APPROVAL OF LAKE 2-9 RESTORATION
The PBSRD Board had a discussion on whether lake 2-9 is critically eroded. ABB’s estimate of $340,538 for the lake bank remediation of lake 2-9 using a combination of methods was included in the agenda packet.

Mr. Shepherd motioned, Mr. Damouni seconded to accept the engineer’s estimate and proceed with the execution of the lake bank remediation plan (of lake 2-9) as long as the price does not exceed $450,000. The motion carried 6-1, with Ms. O’Brien dissenting.

SUSPENSION OF WQ TESTING OF UPLAND LAKES
The board chose to delay discussion of this item until the October board meeting, per the request of the Water Management Committee.

BUDGET REPORT
Mr. Shepherd reported on discussions held at the August Budget Committee meeting including (1) exploring the long-term borrowing options available to us, and (2) identifying what projects could be financed through long-term financing and pursuing their related estimated costs. Mr. Shepherd commented that by the end of calendar year 2018, he expects that the committee will have identified the projects and the related costs, which will enable the PBSRD to approach the County to obtain assistance in proceeding with long-term financing.

Mr. Shepherd also commented on the committee’s review of (1) the PBSRD methodology of how ERU’s are assigned, and (2) the resulting impacts of moving more towards an ad valorem method
of collecting revenue, rather than leaning heavily on a non-ad valorem revenue stream, as some PB residents have recommended.

Mr. Shepherd provided a hand-out which summarized the work/discussions held at the August Budget Committee meeting, which was added to the record.

Mr. Shepherd commented that the BCC budget hearings are scheduled for Sept. 6 at 5:05 p.m., and that he was optimistic that our FY19 PBSD budget would be approved at this meeting.

CHAIRMAN’S REPORT
The Chairman’s report included the following comments:
• A telephone conference with Mr. Mark Isackson, County Division Director (Office of Management & Budget) – Corporate Finance & Management Services, was quite positive and productive. Mr. Isackson was receptive to assisting the PBSD in securing financing through the County, with a term of 7-10 years, which would result in significantly lower upfront fees.
• Our January PBSD Board meeting is tentatively scheduled for Jan. 2. Since members of the board may be out of town immediately following the holidays, Mr. Streckenbein suggested rescheduling the meeting until Jan. 9. Ms. Shea will poll the board members on this issue and provide the results to the board, prior to the next board meeting.

OLD BUSINESS
30-DAY FOLLOW-UP TO CLERK’S AUDIT (ADD-ON)
Ms. O’Brien commented that the PBSD Board, at its July meeting, was promised a 30-day, 60-day, and 90-day update to the Clerk’s audit. In response, Mr. Dorrill commented that (1) we are compliant with all items included in the recommended plan of action, as formulated by the Executive Office of the County Manager, including a follow-up meeting with Human Resources, (2) the only remaining task, currently in-process, is the installation of a security camera and a County magnetic identification system for the PBSD Administrative Office at the SunTrust Bldg., and (c) there will be a final 90-day evaluation which will be scheduled by the County Manager’s Office. Mr. Dorrill commented that he will provide an additional update at the October board meeting.

Ms. O’Brien commented on the tentatively scheduled joint PBF/PBSD meeting on Nov. 12. Mr. Hoppensteadt confirmed the date of this meeting.

NEW BUSINESS
Mr. Dorrill commented that staff is exploring renting or leasing a beach raking device, as a contingency plan (to the County) in case of future red tide events.

ADJOURNMENT
The meeting was adjourned at 4:02 p.m.

Scott Streckenbein, Chairman
Minutes approved [___] as presented OR [___] as amended ON [ ] date
PBSD Projects Update

September 28, 2018

IRMA

Streetlight pole repairs (111 poles to be straightened and 4 pathway bollard lights to be replaced)
Solicitation #18-7434 Pelican Bay Streetlight Pole Repairs was put out for bid on 7/17/18. On 8/21/18, four (4) bids were received; however, one bid was deemed non-responsive. The three (3) responsive bids ranged from $97,894 to $143,124. The recommendation to award a contract to SPE Utility Contractors FD, LLC in the amount of $97,894, which is well under the budgeted amount of $253,500, is scheduled for award at the 10/9/18 BCC meeting. Once the contract is awarded, the work, which is expected to take 90-120 days, can be scheduled.

Street signs replacement (265 street signs to be replaced and 1 entrance monument to be repaired)
Solicitation #18-7445 Pelican Bay Street Sign Replacement was put out for bid on 8/1/18. On 9/14/18, four (4) bids ranging from $440,968 to $777,367 were received. Additionally, two (2) no bids were received. The lowest bidder was deemed non-responsive for not submitting the required bid schedule; therefore, staff determined that the second lowest bidder, American Infrastructure Services (AIS) was the lowest responsive and responsible bidder. The recommendation to award a contract to AIS in the amount of $483,630, which is 9% below the budgeted amount of $530,199, is scheduled for award at the 10/23/18 BCC meeting. Once the contract is awarded, the work, which is expected to take 365-395 days, can be scheduled.

Solar aeration systems repairs (9 Lakes: 2-6, 2-7, 4-3, 4-4, 4-5, 4-6, 4-7, 4-8, 4-9)
Solicitation #18-7481 for IRMA-damaged solar aeration systems repairs was issued on 9/12/18 and bids are due on 10/12/18. The total estimated cost before insurance and FEMA claims is $53,500.

Water management

Bay Colony “Beach Dune Swale” Carlyle-Brighton discharge restoration
The construction of three additional sump retention areas at the Carlyle and Brighton is complete.

Bay Colony “Beach Dune Swale” restoration
Agnoli Barber & Brundage is preparing a permit modification for submittal to SFWMD. Due to the high cost expectations for mobilization of equipment and access issues in this large, wet and sensitive environmental area, the engineer is developing a phased construction schedule to restore the swale to its original permitted condition.

North Berm pipe collapse
Job is at substantial completion. Contractor is scheduled to return to redo asphalt patch.

Drainage pipes evaluation

Turkey Oak and Willowwood cul-de-sacs
Contractor cleaned and line-repaired the collapsed drainage pipes at Turkey Oak and Willowwood cul-de-sacs. After the repairs were completed, the Foundation repaired the asphalt path.
Ridgewood Park Lake to Bobwhite Ln
Contractor cleaned and video-evaluated the pipes that go from the Ridgewood Park lake, under Ridgewood Dr and through the properties adjacent to Bobwhite where problems were identified. The videos are under review by the engineer who will make a recommendation for repairs.

Ritz entrance
Contractor evaluated the twin drainage pipes at the Ritz entrance. These pipes are partially filled with vegetation and debris; however, water is flowing through them and they are working as intended. Due to high water levels, and despite their efforts to sandbag and pump down the water, Contractor will need to wait to clean and video evaluate these pipes until the water levels recede after the rainy season.

Other water management projects in the works

Lake 2-9 (St. Thomas/St. Maarten lake)
Agnoli, Barber & Brundage completed the lake bank survey and is working on the proposed lake bank restoration plans and permit modification to SFWMD. A bulkhead or seawall will be needed along a portion of the bank, which will likely increase the cost for construction; however, structural engineer services are being considered to develop alternate and less costly methods to repair areas along the lake bank that are not critically eroded.

Lake 3-1 (Oak Lake Sanctuary lake)
A SFWMD permit modification was issued on 9/14/18 which authorizes modification of the existing control structure to provide for proper bleeddown drainage of the Oak Lake Sanctuary Lake 3-1. Quotes will be obtained for construction and the work will start during the “dry season” or when the lake level returns to the control elevation. Agnoli Barber and Brundage is also procuring and installing lake monitoring equipment to monitor and document lake levels monthly in the Oak Lake Sanctuary Lake 3-1.

Roadway maintenance

Gulf Park Dr median cut
The Contractor Bonna is starting construction on 10/1/18 and work is expected to be completed by 10/12/18.

Gulf Park Dr re-striping
Staff is researching whether Bonna can add this project to the scope of work for the median cut to save on mobilization and Maintenance of Traffic costs. The scope of work includes striping to gradually taper and merge traffic into the right lane for a right turn only onto US41 and the addition of seven new traffic signs.

Sharrow markings
Twelve (12) custom sharrow stencils were ordered and delivery is expected in October. The Contractor McShea will then be scheduled to grind out the existing painted sharrows, and repaint the sharrows using PBSD’s custom stencils and thicker 20 mil reflective paint on Gulf Park Dr and Pelican Bay Blvd.
Roadway Repaving
Three roads in Pelican Bay are scheduled for milling and repaving in FY 19 by the County’s Road & Bridge Maintenance Division: Hammock Oak Dr, Oakmont Parkway, and Gulf Park Dr. R&B will give PBSD 30-days advance notice prior to scheduling the construction which will be sometime between 10/1/18 and 9/30/19.

Other capital improvements

New PBSD administration & operations facility
On 8/24/18, staff held a preliminary planning meeting with an architect and engineer to discuss construction of a new PBSD administration and operations facility to be built at 6200 Watergate Way. A second planning meeting was held on 9/20/18 and staff received the architect’s planning proposal on 9/24/18, which is included in the agenda packet.

Prepared by Lisa Jacob, 9/28/18
PERMITTEE: PELICAN BAY SERVICES DISTRICT
801 LAUREL OAK DRIVE
SUITE 302
NAPLES, FL 34108

PROJECT DESCRIPTION: This Environmental Resource Permit Modification authorizes modification of an existing control structure to provide for proper bleeddown for Basin Lake 3-1 within the Pelican Bay development for a project known as Pelican Bay Services District.

PROJECT LOCATION: COLLIER COUNTY, SEC 4 TWP 49S RGE 52E

PERMIT DURATION: See Special Condition No:1.

This is to notify you of the District’s agency action for Permit Application No. 180719-6, dated July 19, 2018. This action is taken pursuant to the provisions of Chapter 373, Part V, Florida Statues (F.S.).

Based on the information provided, District rules have been adhered to and an Environmental Resource Permit is in effect for this project subject to:

1. Not receiving a filed request for a Chapter 120, Florida Statutes, administrative hearing.
2. the attached 18 General Conditions (See Pages: 2 - 4 of 5),
3. the attached 6 Special Conditions (See Pages: 5 - 5 of 5) and
4. the attached 2 Exhibit(s)

Should you object to these conditions, please refer to the attached “Notice of Rights” which addresses the procedures to be followed if you desire a public hearing or other review of the proposed agency action. Please contact this office if you have any questions concerning this matter. If we do not hear from you in accordance with the “Notice of Rights,” we will assume that you concur with the District’s action.

CERTIFICATE OF SERVICE

I HEREBY CERTIFY THAT this written notice has been mailed or electronically transmitted to the Permittee (and the persons listed in the attached distribution list) this 13th day of September, 2018, in accordance with Section 120.60(3), F.S. Notice was also electronically posted on this date through a link on the home page of the District’s website (my.swmd.gov/ePermitting).

BY: Theresa A. Roberts, P.E.
Regulatory Administrator
Ft Myers Service Center

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INDIVIDUAL ENVIRONMENTAL RESOURCE PERMIT STAFF REPORT

Project Name: Pelican Bay Services District
Permit No.: 11-00065-S
Application No.: 180719-6
Application Type: Environmental Resource (Construction/Operation Modification)
Location: Collier County, S4/T49S/R52E
Permittee: Pelican Bay Services District
Operating Entity: Permittee
Project Area: 0.10 acres
Permit Area: 34.20 acres
Project Land Use: Government Or Institutional
Drainage Basin: WEST COLLIER
Receiving Body: Existing SWMS
Special Drainage District: NA
Conservation Easement To District: No
Sovereign Submerged Lands: No

PROJECT SUMMARY:

This Environmental Resource Permit Modification authorizes modification of an existing control structure to provide for proper backflow for Basin Lake 3-1 within the Pelican Bay development for a project known as Pelican Bay Services District.

This permit authorizes replacing the existing 2-inch circular orifice bleeder for a V-notch configuration of the existing control structure at Lake 3-1. Details are attached as Exhibit No. 2.0.

Issuance of this permit constitutes certification of compliance with state water quality standards in accordance with Rule 62-330.062, F.A.C.
PROJECT EVALUATION:

PROJECT SITE DESCRIPTION:

Pelican Bay is located west of Tamiami Trail North, between Vanderbilt Beach Road and Pine Ridge Road, in western Collier County. Lake 3-1, where the existing control structure is located, is immediately south of Gulf Park Drive. Refer to Exhibit 1.0 for a location map.

Lake 3-1 serves a total area of 139.1 acres. This total includes 72.8 acres of the existing adjacent Pine Ridge subdivision, and 32.1 acres of US 41 for a total offsite area of 104.9 acres. The onsite basin within Pelican Bay is 34.2 acres for a total drainage area of 139.1 acres.

WATER QUANTITY:

Discharge Rate:

The project is consistent with the land use and site grading assumptions used during the design of the master stormwater management system. Therefore, previously approved discharge rates remain unchanged.

WATER QUALITY:

Water quality treatment is provided in the existing stormwater management system.

CERTIFICATION, OPERATION, AND MAINTENANCE:

Pursuant to Chapter 62-330.310, F.A.C., Individual Permits will not be converted from the construction phase to the operation phase until construction completion certification of the project is submitted to and accepted by the District. This includes compliance with all permit conditions, except for any long term maintenance and monitoring requirements. It is suggested that the permittee retain the services of an appropriate professional registered in the State of Florida for periodic observation of construction of the project.

For projects permitted with an operating entity that is different from the permittee, it should be noted that until the construction completion certification is accepted by the District and the permit is transferred to an acceptable operating entity pursuant to Sections 12.1-12.3 of the Applicant's Handbook Volume I and Section 62-330.310, F.A.C., the permittee is liable for operation and maintenance in compliance with the terms and conditions of this permit.

In accordance with Section 373.416(2), F.S., unless revoked or abandoned, all SWM systems and works permitted under Part IV of Chapter 373, F.S., must be operated and maintained in perpetuity.

The efficiency of SWM systems, dams, impoundments, and most other project components will decrease over time without periodic maintenance. The operation and maintenance entity must perform periodic inspections to identify if there are any deficiencies in structural integrity, degradation due to insufficient maintenance, or improper operation of projects that may endanger public health, safety, or welfare, or the water resources. If deficiencies are found, the operation and maintenance entity is responsible for correcting the deficiencies in a timely manner to prevent compromises to flood protection and water quality. See Section 12.4 of the Applicant's Handbook Volume I for Minimum Operation and Maintenance Standards.
RELATED CONCERNS:

Water Use Permit Status:
The applicant has indicated that dewatering is not required for construction of this project.

This permit does not release the permittee from obtaining all necessary Water Use authorization(s) prior to the commencement of activities which will require such authorization, including construction dewatering and irrigation.

CERP:
The proposed project is not located within or adjacent to a Comprehensive Everglades Restoration Project component.

Right-Of-Way Permit Status:
A District Right-of-Way Permit is not required for this project.

Historical/Archeological Resources:
No information has been received that indicates the presence of archaeological or historical resources on the site or indicating that the project will have any effect upon significant historic properties listed, or eligible for listing in the National Register of Historic Places.

This permit does not release the permittee from complying with any other agencies' requirements in the event that historical and/or archaeological resources are found on the site.

DEO/CZM Consistency Review:
Issuance of this permit constitutes a finding of consistency with the Florida Coastal Management Program.

Third Party Interest:
No third party has contacted the District with concerns about this application.

Enforcement:
There has been no enforcement activity associated with this application.

STAFF REVIEW:

DIVISION APPROVAL:

NATURAL RESOURCE MANAGEMENT:

Laura Layman

DATE: 9/14/18

SURFACE WATER MANAGEMENT:
EXISTING CONTROL STRUCTURE
N.T.S.

ELEV. = 12.35'
ELEV. = 10.7'
2'' BLEEDER
INV = 9.4

29 X 45 ERCP
INV = 9.0'
CROWN = 11.4'

PROPOSED CONTROL STRUCTURE
N.T.S.

12.35'
10.7'
V-NOTCH
INV = 9.4

6/8'' GALVANIZED LAG BOLTS
3/8'' D.C. WITH BONDOID SEALING
WASHERS & GALVANIZED LOCK WASHER

REMOVE (SAW CUT) 6 X 1.4''
OF CONCRETE STRUCTURE
SLOT 1/4'' ALUMINUM PLATE
PLACE BITUMINOUS SEALER
BEETWEEN PLATE & CONCRETE

Exhibit No. 2.0
Application No. 180719-6
Subject: FW: Internal Controls - Special Assignment - 90 Day Review - Payroll Process & Procedures

From: Stark Michael [mailto:Michael.Stark@colliercountyfl.gov]
Sent: Friday, September 21, 2018 2:04 PM.
To: Neil Dorrill
Cc: Callahan Sean; Nieman Michael; Tracz Larry; Dajani Jones Sahar; Bolick Marlon; McCaughtry Mary
Subject: Internal Controls - Special Assignment - 90 Day Review - Payroll Process & Procedures

Neil & Team,

Good afternoon. Thank you again for meeting with Sahar and I this morning to review the 90 day progress of the payroll practices and procedures. As discussed and collectively agreed upon, the Office of Corporate Compliance and Internal Review recommendations have been implemented and are functioning as intended. The one pending item for the installation of a security camera and badge access (line item 8) to the Pelican Bay Services Division main office is in progress and does not impact the current payroll process.

We made three minor enhancements with the assistance of your team today. This included strengthening the Time Reconciliation Spreadsheet, updating the Procedure 1.3 – Standard Hours of Operation (i.e. documentation storage), and Marion scheduling a review for the new employees to attest to the procedure. Please contact us with any additional questions or concerns moving forward. Thank you.

Respectfully,

Michael Stark, MBA, CPM
Internal Controls Manager

<image002.jpg>
Office of Internal Control

3299 Tamiami Trail E, Suite 801, Naples, Florida 34112
Phone: 239.252.8379 Cell: 239.269.0634
Email: Michael.Stark@CollierCountyFL.gov

Under Florida Law, e-mail addresses are public records. If you do not want your e-mail address released in response to a public records request, do not send electronic mail to this entity. Instead, contact this office by telephone or in writing.
NOTICE OF RATE INCREASE

September 26, 2018

Dear Reclaimed Water Customer:

The cost for reclaimed water service for irrigation will increase by 2.8% commencing on October 1, 2018. The implementation of the increased rates for the reclaimed water service will take affect at 12:01 a.m. Monday, October 1, 2018, for fiscal year 2019; at 12:01 a.m. Tuesday, October 1, 2019, for fiscal year 2020; at 12:01 a.m. Thursday, October 1, 2020, for fiscal year 2021.

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<tr>
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VOLUMETRIC CHARGE PER 1,000 GALLONS

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<tr>
<td>Pressurized and Distributed</td>
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<td>$1.12</td>
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We appreciate your participation in Collier County’s reclaimed water program. If you have any questions, please contact our Utility Billing and Customer Service Department at (239)252-2380

Sincerely,

[Signature]

Rob Kaine, IQ Water Manager
Collier County Wastewater Division
Victor J. Latavish Architect, PA

September 24, 2018

Pelican Bay Services Division
Ms. Lisa Jacob, MSM, CSM, Project Manager
801 Laurel Oak Drive
Suite 3012
Naples, Florida 34108

Re: Proposal for Professional Design Services for
Pelican Bay Services District Operations Facility Master Plan

Dear Ms. Jacob,

I am very pleased to submit this proposal for your review and consideration, and look forward to working with you on this project.

The scope of this project includes master planning and concept designs for
new Administration and Field Operation Facilities for the Pelican Bay Services District.
As discussed at our meeting last week, site planning will consider existing utility and
road locations, existing utility tanks, setbacks, and buffers. Note that some of the
buildings may be combined as space requires, and to the extent possible, the design
will include options that do not require demolition of the existing buildings until the
new buildings are constructed.

We propose the following Scope of Services for the project:

TASK 1- PREDESIGN SERVICES & DESIGN PROGRAM

Perform field visit to observe existing conditions, prepare an Engineering Survey,
review preliminary design program with client, and incorporate client requirements &
site considerations into a proposed design program.

TASK 2- MASTER PLANNING

Coordination of building sizes and configurations to accommodate existing and
proposed site conditions including facilities, parking, and landscape buffers to adjacent
properties. Utilizing concept building layouts, site data, survey, and access, prepare
two (2) concept site plans. Services include meeting with client and incorporating
comments into the design.

Member of the American Institute of Architects AR 11942
1400 Gulf Shore Blvd. North, Suite 148, Naples, Florida 34102
Telephone 239.643.1665
TASK 3- PRELIMINARY BUILDING DESIGN

Prepare preliminary Floor Plans illustrating general building layout areas for each space identified on the Design Program. Building concepts and space planning considerations include required proximity relationships, code egress requirements, accessibility, and restricted public access where required. Services include meeting with client and incorporating client comments into updated plans for each facility.

Facilities may include but are not limited to the following areas:

1. Administration
   a. Lobby, Reception
   b. Offices
   c. Conference Room
   d. Kitchen/Break Room
   e. Copy Room, Storage, etc.
2. Building Services
   a. Electrical Equipment
   b. IT Equipment
   c. HVAC Equipment
   d. Janitor
   e. Elevator
   f. Stairs
3. Field Operations
   a. Offices
   b. Multipurpose Training Room
   c. Conference Room
   d. Copy Room, Storage, etc.
   e. Office Restroom, Crew Restrooms, Lockers, Showers
4. Maintenance Building
   a. Shop
   b. Mower Wash Bay
   c. Truck Wash Bay
   d. Hand Held Equipment Storage
   e. Spare Equipment Storage
   f. Electrical & Irrigation Supplies Room
5. Chemical Storage
6. Fertilizer Storage
7. Covered Equipment Parking
8. Fuel Station
9. Landscape Holding Area
10. Bulk Storage Bays
11. Parking for staff, visitors, deliveries, and County vehicles
12. Additional spaces as may be determined during programming

TASK 4- PRELIMINARY COST ESTIMATE

Prepare a Preliminary Opinion of Probable Construction Cost for site work and each building structure based on proposed design program building areas.
EXCLUSIONS: Bidding, Permit, or Construction Documents, Detailed Survey, Elevations, Renderings, Geotechnical Engineering, Hazardous Material Surveys, Government imposed fees or taxes, or Public Meetings.

DESIGN SCHEDULE: 120 days

SUBCONSULTANTS: Grady Minor & Associates, PA, Civil Engineers, Surveyors

REIMBURSABLE EXPENSES: Copies, plotting media, prints, postage and courier

BASIC SERVICES A/E FEE SCHEDULE:

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FORM OF AGREEMENT

Standard County Purchase Order and Work Order referenced to ‘Collier County Contract #13-6164 for Professional Services: Architect and Engineering’.

Services requested beyond the scope of this proposal can be provided with prior written approval of client on a time and material basis. Invoices will be issued on a monthly basis based on percentage complete. This proposal is valid for 90 days.

Please feel free to call if you have any questions, need additional information, or if adjustments to this proposal are needed.

Very truly yours,

VICTOR J. LATAVISH ARCHITECT, PA

Victor J. Latavish, AIA
Florida Registered Architect AR11042
Corporate Certificate of Authorization AA01831
Clam Bay Update—October 2018

Clam Bay. ETE's work removing Irma-related debris from Clam Bay's waterways and hand-dug channels and the annual maintenance of hand-dug channels was 90% complete in early July. PBSD staff engaged THA to evaluate ETE's work. To date the report on this evaluation has not been shared with the Clam Bay Committee.

ETE recently evaluated some mangroves near the PBF's north boardwalk that include some dead black mangroves and other signs of stress and will evaluate the effectiveness of nearby hand-dug channels to make certain that adequate drainage is being provided in these areas. ETE recommended that drone photos be taken of the mangroves, perhaps twice a year, to monitor for signs of stress in areas not included in the 21 mangrove plots regularly monitored.

ETE recently completed seagrass monitoring for 2018. About four acres of seagrass was noted which is very similar to that found in 2017.

Clam Pass. The tidal ratio report for August shows ratios at markers 4 and 14 above .6 which is good.

Copper. Seven of 81 copper samples in Clam Bay from November 2017 through July 2018 exceeded FDEP standards, about 9%. An acceptable level of exceedances for 12 months is no more 15%.

Total phosphorus. Based on Dr. Tomasko’s first and second quarter reports from November 2017 through April 2018, 46% of TP samples exceeded acceptable levels, significantly higher than the allowable 16%. Dr. Tomasko’s third quarter report for May-July, 2018 is expected in October.

Using hydrogen peroxide in the swale east of the berm. Tim Hall said the following on this topic at the Clam Bay Committee meeting on July 12, 2018: “The negative impact is that the east side of the berm is part of water quality treatment and so the algae is actually taking up nutrients that could be going into the system. If you kill the algae, more nutrients are doing into Clam Bay which can be counterproductive.”

CH2MHiIl reports on upland water quality. This topic was discussed at the May, July, and September Clam Bay Committee meetings. The committee is waiting for Tim Hall’s and Dr. Tomasko’s recommendations on the best way to modify upland water quality testing and reporting.

Prepared by Susan O’Brien
September 26, 2013
LANDSCAPE & SAFETY COMMITTEE REPORT

The L&S Cte. met on Thursday Sept. 20, 2018 at 1:00 PM in the Pelican Bay Community Center. The following items were discussed:

1. The committee voted unanimously to accept the revised US 41 Restoration Plan developed by Ellin Goetz, PBSD landscape architect.
   The committee also voted unanimously to add the plants and trees in the plan that were not on the "approved horticultural species" list of the PBSD Landscape Management Plan to the approved species list.

2. Alex Murn has been hired as a PBSD operations supervisor.

3. The median cut-through on Gulf Park Drive across from the Oak Lake Sanctuary entrance/exit is underway.

4. Striping of the eastbound exit of Gulf Park Drive to be a "RIGHT TURN ONLY" exit will be done at the end of the Gulf Park cut-through construction.

5. A joint landscape restoration project in the Foundation’s Ridgewood Park between the Foundation and the PBSD is in the planning stages.

The next L&S Cte. meeting will be on Oct. 18, 2018 at 1:00PM in the Pelican Bay Community Center.

Submitted by: Joe Chicurel, PBSD L&S Cte. Chairman