

**PELICAN BAY SERVICES DIVISION BOARD REGULAR SESSION
OCTOBER 3, 2018**

The Pelican Bay Services Division Board met on Wednesday, October 3, 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 (*absent*)

Tom Cravens, Vice-Chairman (*Acting Chair*)

Joe Chicurel

Jacob Damouni

Ken Dawson

Nick Fabregas

Pete Griffith

Bohdan Hirniak (*absent*)

Susan O'Brien

Mike Shepherd

Rick Swider

Pelican Bay Services Division Staff

Neil Dorrill, Administrator

Marion Bolick, Operations Manager

Mary McCaughtry, Ops. Analyst (*absent*)

Lisa Jacob, Associate Project Manager

Barbara Shea, Recording Secretary

Also Present

Sean Callahan, County Manager's Office

Jim Hoppensteadt, Pelican Bay Foundation

Robert Sanchez, PBPOA

Trent Waterhouse, Pelican Bay Foundation

APPROVED AGENDA (AS AMENDED)

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

**Pelican Bay Services Division Board Regular Session
October 3, 2018**

- i. Update on PBF/PBSD 41 berm committee (*add-on*)
- d. Budget
- 8. Chairman's report
- 9. Old business
- 10. New business
- 11. Adjournment

ROLL CALL

Mr. Hirniak and Mr. Streckenbein 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 #7ci. The motion carried unanimously.

APPROVAL OF 09/05/18 REGULAR SESSION MEETING MINUTES

Mr. Dawson motioned, Mr. Damouni seconded to approve the 09/05/18 regular session meeting minutes as amended. The motion carried unanimously.

AUDIENCE COMMENTS

None

ADMINISTRATOR'S REPORT

UPDATE ON TIMELINE FOR STREETLIGHT AND SIGN BID AWARDS

Mr. Dorrill commented that bids have been received for our streetlight pole repairs (Hurricane Irma damage) project, with the most responsive bid being approximately \$45,000 under the original estimate. The project is expected to be awarded by the BCC at their October 9 meeting. In addition, he commented that bids have been received for our repair, replacement, and/or realignment of street signs (Hurricane Irma damage) project, with the most responsive bid being approximately \$50,000 below budget. This project is expected to be awarded by the BCC at their Oct. 23 meeting.

Mr. Dorrill and Ms. Jacob commented that some of the signs in the sign project are eligible for FEMA mitigation grant funds, although the County has not yet received any approvals for mitigation grant funds. Ms. O'Brien referred to the FEMA website which states that any work started prior to FEMA review and approval of mitigation grant eligible projects is ineligible for funding. She suggested that we may be jeopardizing mitigation grant funding for about 40 of our signs, if the work is started prior to grant approval. Mr. Shepherd suggested that the PBSD pursue the completion of these hurricane-damage projects, regardless of mitigation grant funding.

UPDATE ON BAY COLONY DRAINAGE SURVEY

Mr. Dorrill commented that we have completed construction of the outfall facilities to improve the street conveyance of water to the Bay Colony beach dune swale. He noted that we are waiting on the results of a topographic survey of the drainage swale. Staff provided a robotic video of underground conveyance pipes in the Turkey Oak and Willowwood cul-de-sacs, for review by the board. Our engineer, Mr. Jim Carr of ABB, will be reviewing and evaluating the video to determine whether there is any evidence of structural problems.

OAK LAKE SANCTUARY WEIR PERMIT MODIFICATION

Mr. Dorrill reported that we have received a permit to effectuate the enlargement of the orifice at the weir adjacent to the Oak Lake Sanctuary community (to improve drainage) and will be meeting with our engineer at ABB to discuss a design to enlarge the notch of the orifice. This will be followed by obtaining a proposal from a County contractor.

BEACH RAKING EVALUATION/RED TIDE CLEAN-UP PLAN

Mr. Dorrill reported on recent discussions with Mr. Hoppensteadt and staff regarding the purchase or rental of a beach rake (such as the Barber Surf Rake used by Collier County Coastal Zone Management) to be used for the timely cleanup of dead fish as red tide events have become more frequent. Highlights included:

- The County Coastal Zone Management Dept. (CZM) is planning to purchase a second Barber Surfer Rake and keep their existing rake in service.
- A beach rake is only available for rent via a lease purchase agreement.
- The cost of a Barber Surf Rake is approximately \$58,000.
- CZM stores their beach rake at the Vanderbilt Beach garage, where there are washing facilities.
- An annual permit, costing a nominal amount, is required to operate this equipment on the beach.

Mr. Hoppensteadt commented that the PB community expects the PBF/PBSD to have the capability to rake up dead fish. He commented that in the past, CZM has generally been responsive; however, at times, PB has waited up to 10 days to have the PB beach raked as their beach rake was deployed in other locations or broken down.

Mr. Dawson commented on odor concerns as well as the rake's lack of ability to pick up eels and crabs. Mr. Dorrill commented that there are washing facilities at the preferred storage location at the Vanderbilt Beach garage.

Mr. Cravens and Mr. Swider expressed concerns over where and how the waste will be disposed of. Mr. Hoppensteadt commented that he is committed to solving the waste removal issue.

Mr. Cravens commented that this function (beach raking) is not one of the functions of the PBSD described in our ordinance.

Mr. Shepherd motioned, Mr. Damouni seconded that we authorize Mr. Dorrill to purchase this particular piece of equipment (Barber Surf Rake) for a price not to exceed \$70,000, only after he confirms that the machine can satisfactorily, by adjustment or design, pick up the eels and the crabs, and confirm that there is satisfactory storage that would not create aromatic nuisance for any of our residents, and confirm that the PBF in conjunction with us has a suitable receptacle for the fish contemporaneously. The motion carried unanimously.

PAYROLL AUDIT 90-DAY INTERNAL CONTROLS COMPLIANCE

Mr. Dorrill reported on his recent meeting with County Internal Controls staff, to confirm and close the 90-day compliance requirements associated with the PBSD audit. As noted in the e-mail from Mr. Stark, Internal Controls Manager, included in the agenda packet, all recommendations have been implemented, except for the installation of a card reader and security camera at the

Administration Office, which is pending delivery. Mr. Dorrill commented that two behavior action plans (BAP's) were completed at the 60-day review, one of which is pending an appeal.

Ms. O'Brien commented that significant disciplinary actions were taken against two out of the three individuals cited in the PBSO audit report. She also suggested that BAP's could be used as a disciplinary tool in instances of non-productive PBSO workers. Mr. Dorrill commented that there have been recent disciplinary actions of a progressive nature issued to a few of Mr. Bolick's employees including warnings, a suspension without pay, a resignation in lieu of termination, and a forced transfer.

COUNTY RECLAIMED WATER RATE INCREASE

Mr. Dorrill commented that we were notified by Collier County Public Utilities of a 2.8% rate increase for reclaimed water (for irrigation purposes) beginning Oct. 1, 2018, along with a total increase of 18.5% over the next three years (FY19-FY21). Ms. O'Brien commented that this increase should be offset by the recent installation of our new irrigation system, which is expected to provide a 30% reduction in reuse water.

PROPOSAL FOR PLANNING NEW FIELD OPERATIONS FACILITY & ADMIN. BUILDING

Mr. Dorrill reported on a recent meeting with County senior management, and the County's architect and engineering firm (Victor J. Latavish Architect) in anticipation of making plans to replace the PBSO operations facility. Mr. Dorrill requested a phased approach for conceptual site planning from Victor J. Latavish, and a copy of their proposal was included in the agenda packet. Mr. Nick Casalanguida, Deputy County Manager, has requested to see a set of conceptual site plans for the replacement of the existing PBSO operations facility.

Ms. O'Brien suggested that the PBSO have a discussion on redeveloping this property with the PBF and the PBPOA.

Mr. Shepherd commented that the Budget Committee has discussed including the cost of a new field operations and administration facility in a future long-term financing package.

Mr. Hoppensteadt commented that this 12-acre Public Utilities site is an integral part of the County's water and wastewater system.

Dr. Chicurel motioned, Mr. Dawson seconded that the PBSO directs our Administrator to proceed with the preliminary plans for a new field operations facility and administration building. The motion carried 8-1 with Ms. O'Brien dissenting.

COMMITTEE REPORTS

CLAM BAY REPORT

Ms. O'Brien provided her October 2018 Clam Bay update in the agenda packet. She highlighted, (1) there is an area of distressed mangroves near the north boardwalk (discovered by Mr. Cravens) which will be monitored by Mr. Sterk, Environmental Consultant with Earth Tech; it has been suggested that the cause may be inadequate draining of hand-dug channels, (2) the August Clam Pass tidal ratios look good, (3) copper levels in samples collected from Clam Bay for the year look good (4) phosphorus levels in samples collected from Clam Bay for the year do not look good, and (5)

Mr. Tim Hall, Environmental Consultant with Turrell, Hall, is not in favor of using hydrogen peroxide to combat algae in the swale east of the berm.

Mr. Dorrill provided the board with photos of Clam Pass, taken during the last week of September, which show Clam Pass functioning very well.

LANDSCAPE & SAFETY REPORT

Dr. Chicurel reported that the Landscape & Safety Committee met on Sept. 20, and the following items were discussed.

1. The committee voted unanimously to accept the revised US 41 restoration plan developed by Ellin Goetz, PBSO 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 PBSO Landscape Management Plan to the approved species list.

2. Alex Mumm has been hired as a PBSO 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 PBSO is in the planning stages.

RIDGEWOOD PARK RESTORATIONS PLANS UPDATE

Mr. Bolick commented that he will work with Mr. Laney (PBF) and follow up with our landscape architect, Ms. Goetz, to develop a restoration plan for Ridgewood Park. For this proposed project, Mr. Hoppensteadt commented that the PBF will pay for all the landscape materials, pay to ascertain the health of the existing pine trees, and pay to remove any unhealthy trees.

WATER MANAGEMENT COMMITTEE

UPDATE ON PBF/PBSO 41 BERM COMMITTEE (ADD-ON)

Mr. Trent Waterhouse commented on (1) the poor drainage (standing water) in the swale area between Oak Lake Sanctuary and The Village, recently visited with Mr. Cravens; this issue will be followed up by a discussion with our ABB engineers, and then a discussion at the next Water Management Committee meeting, (2) the new fence moratorium by the PBF, which will be followed by new specifications for future fence installations, (3) Ms. Jacob and Mr. Laney (PBF) are currently working on the process of obtaining PBF approval of the Goetz 41 berm landscape plans, and (4) the PBF/PBSO 41 berm committee, at this time, is not recommending installing a wall or changing the height of the earthen berm along US 41.

BUDGET REPORT

Mr. Shepherd reported that the PBSO FY2019 budget was officially approved at the September Board of County Commissioners’ budget hearings.

CHAIRMAN’S REPORT

Mr. Cravens reported that the next PBSO Board meeting will be on Nov. 7.

OLD BUSINESS

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Dr. Chicurel commented on recent resident complaints on the poor water quality conditions of our PB lakes and suggested that the PBSB look at “contracting out” the management of our lake system. Dr. Chicurel also suggested that the board look at requiring a “buffer” between each lake and the surrounding grass, which would prevent grass clippings from entering the lake. The Landscape & Safety Committee and/or the Water Management Committee may look at this issue.

Mr. Robert Sanchez commented on the need for the PBSB Board to focus on our large-scale projects, such as replacement of our walkways and lake bank repairs, and to work on the long-term financing solution to complete them.

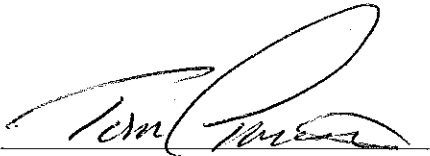
NEW BUSINESS

Mr. Dawson provided 17 photos of trash in the mangroves on the south side of the north boardwalk. Mr. Hoppensteadt commented that he will work with Mr. Bolick to have staff remove the trash.

Mr. Griffith questioned whether the PBSB has performed coliform testing on lake 2-1 (Ridgewood Park Lake). Ms. Jacob responded that she will check on whether the PBSB has ever performed this testing and/or whether the County conducts regular coliform bacteria testing on this lake.

ADJOURNMENT

The meeting was adjourned at 2:59 p.m.



Tom Cravens, Vice-Chairman (*Acting Chair*)

Minutes approved [] as presented OR [] as amended ON [11-7-18] date