

**PELICAN BAY SERVICES DIVISION BOARD REGULAR SESSION
NOVEMBER 7, 2018**

The Pelican Bay Services Division Board met on Wednesday, November 7, 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
Joe Chicurel
Jacob Damouni
Ken Dawson

Nick Fabregas
Pete Griffith
Bohdan Hirniak
Susan O'Brien
Mike Shepherd
Rick Swider

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
Sahar Dajani-Jones, County Internal Controls
Jim Hoppensteadt, Pelican Bay Foundation

Robert Sanchez, PBPOA
Michael Stark, County Internal Controls
Trent Waterhouse, Pelican Bay Foundation

APPROVED AGENDA (AS PRESENTED)

1. Pledge of Allegiance
2. Roll Call
3. Agenda approval
4. Approval of 10/03/18 Regular Session meeting minutes
5. Approval of 10/02/18 Orientation Workshop meeting minutes
6. Audience Comments
7. Administrator's report
 - a. Review/update of the Clam Bay Management Plan
 - b. Update on streetlight project and sign bid award
 - c. US 41 berm clean-up and restoration
 - d. Gulf Park Drive median-cut construction and re-striping
 - e. Bay Colony dune swale topographic survey
 - f. Oak Lake sanctuary weir modification
 - g. Beach raking evaluation/red tide clean-up plan
 - h. 90-day Internal Controls compliance
 - i. Proposal for planning new field operations facility & admin. building
 - j. September and October financial reports
8. Committee reports

- a. Clam Bay
 - b. Landscape & Safety
 - i. *Approval of the addition of the new plants included in the 41 berm landscape plan to our PBSD approved horticultural list
 - c. Water Management
 - i. *Ability of owners to supplement PBSD algae reduction efforts
 - ii. *Expansion of blue tilapia program to 45 lakes
 - d. Budget
- 9. Chairman's report
 - a. 2019 PBSD Board meeting dates
 - 10. Old business
 - 11. New business
 - 12. Adjournment

ROLL CALL

All members were present and a quorum was established

AGENDA APPROVAL

Mr. Dawson motioned, Mr. Cravens seconded to approve the agenda as presented. The motion carried unanimously.

APPROVAL OF 10/03/18 REGULAR SESSION MEETING MINUTES

Mr. Cravens motioned, Mr. Dawson seconded to approve the 10/03/18 regular session meeting minutes as presented. The motion carried unanimously.

APPROVAL OF 10/02/18 ORIENTATION WORKSHOP MEETING MINUTES

Ms. O'Brien motioned, Mr. Cravens seconded to approve the 10/02/18 orientation workshop meeting minutes as presented. The motion carried unanimously.

AUDIENCE COMMENTS

Mr. George Bolen commented on the current PBSD annual assessment and expressed concern over the 50% increase from the prior year. Mr. Shepherd commented that the increase is a result of Hurricane Irma expenses, and that the assessment will be lower next year.

Mr. Jim Issenmann thanked the PBSD Board for completing the Gulf Park Dr. median-cut.

ADMINISTRATOR'S REPORT

REVIEW/UPDATE OF THE CLAM BAY MANAGEMENT PLAN

Mr. Dorrill commented that high level County staff have general concern over the frequency of Clam Pass dredging events. He provided two slides which showed Clam Pass annual dredging expenditures from 2007-2018. Mr. Dorrill commented that senior County management would like the PBSD, as part of our FY19 work plan, to evaluate within the Clam Bay Management Plan whether or not there are any alternative internal dredge template revisions that could sustain or lengthen the period

of time between maintenance dredge events. He commented that there is a “perception issue” resulting from the process of frequent requests for approval of TDC funds on an emergency basis. He will discuss this issue again at the upcoming Clam Bay Committee and Budget Committee meetings.

Ms. O’Brien commented that these concerns have not been expressed at BCC or TDC meetings as recent as Spring 2018. She also commented that we could do a better job of improving our timeline (process of obtaining BCC and TDC approval, obtaining bids for the project, and completing the dredge event).

Dr. Ted Raia, representing the PBPOA and the Mangrove Action Group, commented on the history of dredging Clam Pass, and that dredging events are for the purpose of maintaining the health of the mangroves, not for the purposes of navigation or to obtain sand to benefit beaches.

Ms. O’Brien motioned, Mr. Griffith seconded that the PBSB Board ask the Clam Bay Committee to explore the concerns raised by Mr. Casalanguida and bring a recommendation back to the PBSB Board. The motion carried unanimously.

UPDATE ON STREETLIGHT PROJECT AND SIGN BID AWARD

Mr. Dorrill commented that the streetlight project has been awarded and the contractor is expected to begin work on Nov. 13, with an expected completion in 90 days.

Mr. Dorrill commented that the PBSB received four bids for our street sign replacement project, with AIS (American Infrastructure Services) being the lowest responsive bidder. The contract is being prepared and the expected award date is Dec. 11. The work may take up to a year to complete.

US 41 BERM CLEAN-UP AND RESTORATION

Mr. Dorrill commented that the plans and specifications for the US 41 berm landscape restoration project have been provided to the County Procurement Dept., who will prepare a project solicitation to be put out for bid, hopefully within 30 days.

GULF PARK DRIVE MEDIAN-CUT CONSTRUCTION AND RE-STRIPING

Mr. Dorrill commented that the median-cut project is complete. He commented that the PBSB is in the process of obtaining Pelican Bay Foundation approval for new proposed signage which would restrict traffic on Gulf Park Dr. to a “right turn only” when exiting onto US 41. This issue will be discussed at the joint PBSB/PBF workshop on Nov. 12.

BAY COLONY DUNE SWALE TOPOGRAPHIC SURVEY

Mr. Dorrill commented that our engineer ABB has completed the Bay Colony beach dune swale topographic survey. The survey shows a large amount of sediment, willows, and mangroves in the swale. He commented that he will have a discussion of the construction drawings with the Water Management Committee at their next meeting.

OAK LAKE SANCTUARY WEIR MODIFICATION

Mr. Dorrill reported that we have received a SFWMD permit to effectuate the enlargement of the orifice at the weir adjacent to the Oak Lake Sanctuary community (to improve drainage). Quotes were received for the project, with Kyle Construction being the lowest responsive bidder for \$12,625. Work will be scheduled when the lake level falls below the control elevation.

LAKE 2-9 (ST. THOMAS/ST. MAARTEN LAKE) LAKE BANK RESTORATION

Mr. Dorrill commented that our engineer ABB had suggested a combination of rip-rap, geomat, and seawall for the lake bank restoration of lake 2-9. ABB is exploring an alternate less costly method of lake bank repair for this project.

PELICAN BAY DRAINAGE PIPES

Mr. Dorrill commented on recent discussions with the County Manager's Office regarding the possibility of the PBSB taking over responsibility for PB drainage pipes whereby the County would provide an annual contribution to the PBSB.

Ms. O'Brien commented that our community has not discussed a takeover of drainage pipe maintenance responsibility. She also commented that (1) the estimated annual cost to maintain the drainage pipes is unknown, (2) the amount of the annual County contribution is unknown, and (3) the condition of the drainage pipes is unknown. Ms. O'Brien suggested that we obtain the data on these unknowns and then provide it to the community.

Mr. Streckenbein commented that the PBSB has had conversations on the possibility of taking over the responsibility for PB drainage pipes.

BEACH RAKING EVALUATION/RED TIDE CLEAN-UP PLAN

Mr. Dorrill reported that a galvanized beach rake has been ordered for approximately \$60,000 and is expected to be delivered within 60 days. The County Parks & Recreation Dept. will allow the beach rake to be parked in the Vanderbilt Beach Garage and they will allow us to use their dumpsters. Our tractor will continue to be housed in our maintenance facility at 6200 Watergate Way. Chairman Streckenbein will send a letter of thanks to Mr. Barry Williams, Director of Parks & Recreation, and copy Mr. Steve Carnell, Dept. Head of Public Services, and Mr. Andy Solis, Board of County Commissioners.

90-DAY INTERNAL CONTROLS COMPLIANCE

Mr. Dorrill reported that we have complied with the 90-day post audit internal controls compliance process. He commented that two of our designated County Internal Controls staff were in attendance (Mr. Michael Stark and Ms. Sahar Dajani-Jones). Mr. Dorrill commented that the County Manager has a major new initiative to adopt quality assurance and quality control process improvements. Our designated County Internal Controls staff is currently working with staff to identify areas of improvement.

PROPOSAL FOR PLANNING NEW FIELD OPERATIONS FACILITY & ADMIN. BUILDING

Mr. Dorrill commented on a recent preliminary planning meeting with our architect (Victor J. Latavish) and engineer (Q. Grady Minor) to discuss construction of a new PBSB administration and operations facility at 6200 Watergate Way. Mr. Dorrill commented that if the PBSB pays for a replacement building, then the PBSB would expect to receive a deed, a 50- year land lease, or a similar instrument from the County.

Mr. Shepherd commented that we are not interested in a shared facility with the County Public Utilities Dept.

Ms. O'Brien commented that the County's proposed timeline shows construction starting at the end of 2019. She emphasized the importance of PBSB Board discussions on the design of a new

building. Mr. Dorrill commented that a more likely timeline would show completion of conceptual plans by the end of 2019.

RIDGEWOOD PARK RE-LANDSCAPING PROJECT STATUS

Mr. Griffith asked for an update on the Ridgewood Park re-landscaping project. Mr. Hoppensteadt commented that he will follow up with Mr. Frank Laney, PBF Covenant Enforcement, who has met with Ms. Goetz to discuss the Ridgewood Park re-landscaping project. When completed, a draft plan will be provided to both the PBSB and PBF for review.

SEPTEMBER AND OCTOBER FINANCIAL REPORTS

Mr. Dorrill provided the September and October financial reports. Highlights of board discussion with Mr. Dorrill included the following:

- Mr. Dorrill commented that the PBSB had approximately \$4.5 million in consolidated cash on 9/30/18. A portion of this cash was earmarked: \$200,00 for payables, \$850,000 for cash flow requirements for the first 6 weeks of FY19, and \$600,000 for beach renourishment.
- Mr. Dorrill commented that our primary operating Fund 109 had \$680,000 unspent on 9/30/18. Mr. Shepherd highlighted explanations for some of the larger variances.
- Ms. O'Brien commented that for the year ended 9/30/18 in Fund 109, revenues were approx. \$5 million, expenses were approx. \$3 million, and approx. \$2 million remained at year end.
- Mr. Swider commented that our PBSB financial statements are difficult to read and understand and questioned (1) Do we have consolidated financial statements? (2) Who are our auditors? and (3) Can we get an independent audit of our funds and financial statements?
- Mr. Dorrill commented that the Clerk of the Circuit Court, as chief fiscal officer of County government, is responsible for auditing all County funds. In addition, the County has an outside independent audit firm.
- Mr. Dorrill commented that the issue of hiring an independent auditor to audit our PBSB funds and financial statements can be discussed further at the December Budget Committee meeting. He suggested the possibility of (1) requesting that the County's independent auditor perform a detailed review of PBSB funds, and/or (2) asking a representative from the Clerk's Finance and Accounting Dept. to attend a PBSB meeting to answer audit questions.

Mr. Streckenbein motioned, Mr. Dawson seconded to accept the September and October financial reports. The motion carried unanimously.

COMMITTEE REPORTS

CLAM BAY REPORT

Ms. O'Brien provided her November 2018 Clam Bay update in the agenda packet. She highlighted, (1) the September Clam Pass tidal ratios look very good, (2) copper levels in samples collected from Clam Bay for the year look good, with just 8% exceeding FDEP standards, (3) phosphorus levels in samples collected from Clam Bay for the year do not look good, with 52% exceeding FDEP standards, and (4) at the 11/8/18 Clam Bay Committee meeting, our environmental consultants Mr. Tim Hall and Dr. David Tomasko are expected to make a recommendation on how to move forward with upland pond testing.

LANDSCAPE & SAFETY REPORT

Dr. Chicurel reported that the Landscape & Safety Committee did not meet in October.

Dr. Chicurel motioned, Mr. Griffith seconded that any plants or trees that are in the approved 41 berm restoration plan but not in the PBSB approved horticultural species list be added to said horticultural list. The motion carried unanimously.

Ms. Linda Roth asked if the frequency of pesticide and herbicide applications could be reduced; these chemicals are harmful to humans and pets. Dr. Ted Raia asked about the frequency of these applications.

Dr. Chicurel questioned the status of the sidewalk engineering study. Ms. Jacob will obtain an update from our engineer.

Dr. Chicurel commented that although Gulf Park Drive is scheduled to be repaved in FY19, the County is unable to provide a projected month.

Dr. Chicurel motioned, Mr. Shepherd seconded that we authorize our contractor to grind off the existing sharrows and repaint sharrows on Gulf Park Drive. The motion carried unanimously.

Mr. Robert Sanchez asked for an update on whether the PBSB Board has chosen paint or thermoplastic material for our sharrows. Dr. Chicurel responded that sharrows will be applied with paint.

WATER MANAGEMENT COMMITTEE

Mr. Cravens commented on topics discussed at the Oct. 18 Water Management Committee meeting including (1) the possibility of installing littoral plants around lake edges to prevent grass clippings from entering our lakes and increasing nutrient levels, (2) the possibility of changing our irrigation water from recycled to potable water, and (3) the possibility of private owners supplementing PBSB algae reduction efforts.

Mr. Cravens motioned, Mr. Damouni seconded that if private lake owners wish to supplement anything that the PBSB does for algae reduction in their lakes that they be granted the ability to do it if they approach our Administrator and he OK's whatever it is that they want to use. The motion carried unanimously.

Dr. Ted Raia commented on the history of PBSB's responsibility for the water quality of PB lakes.

Mr. Cravens provided photos of our 22 lakes where blue tilapia have been installed, and minimal algae can be observed. Mr. Cravens suggested that blue tilapia are the most effective, least expensive, and least toxic method of algae reduction.

Ms. O'Brien commented that five scientists (who we have a relationship with) have suggested that the potential negative impacts from blue tilapia far outweigh any potential positives. She suggested that we check with the experts.

Mr. Streckenbein suggested that we obtain a scientific opinion on potential negative impacts resulting from the installation of blue tilapia in our lakes. Dr. Chicurel agreed. Committee members suggested that staff determine whether there is any significant change in lake ammonia levels after blue tilapia are installed.

Mr. Cravens motioned, Mr. Damouni seconded that we (the PBSB) expand the use of blue tilapia for algae control to all of the lakes in Pelican Bay that the PBSB is managing (total of 45 lakes). After discussion by the board, Mr. Cravens withdrew his motion, and Mr. Damouni withdrew his second.

BUDGET REPORT

A document entitled "EOY Budget Analysis – PBSB FY2018" was distributed and added to the record. Mr. Shepherd had no additional comments.

CHAIRMAN'S REPORT

Mr. Streckenbein suggested that the board consider changing the board's usual schedule of meeting on the first Wednesday of the month to a different week in order to avoid holiday conflicts. After discussion, it was decided that Ms. Shea would poll the members on their preference to change the regular monthly board meeting to the second Wednesday of the month, beginning in May 2019.

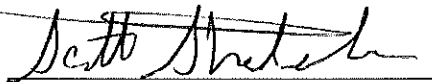
OLD BUSINESS

Mr. Streckenbein reminded the board of the joint PBSB/PBF workshop on Monday, Nov. 12 at 9:00 a.m.

Dr. Ted Raia requested clarification on the ownership and responsibility of potable water, drainage, and sewage pipes in Pelican Bay.

ADJOURNMENT

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



Scott Streckenbein, Chairman

Minutes approved [] as presented OR [] as amended ON [12-5-18] date