

**PELICAN BAY SERVICES DIVISION BOARD REGULAR SESSION
DECEMBER 5, 2018**

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

Nick Fabregas (*absent*)

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

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

Michael Stark, County Internal Controls
Larry Tracz, County Internal Controls
Trent Waterhouse, Pelican Bay Foundation
Kathy Worley, Conservancy of SW Florida

APPROVED AGENDA (AS AMENDED)

1. Pledge of Allegiance
2. Roll Call
3. Agenda approval
4. Approval of 11/07/18 Regular Session meeting minutes
5. Approval of 11/12/18 Joint PBSB/PBF Workshop meeting minutes
6. Audience Comments
7. Administrator's report
 - a. Update on streetlight project and sign bid award
 - b. US 41 berm clean-up and restoration bid schedule
 - c. Gulf Park Drive median-cut construction and re-striping
 - d. Oak Lake sanctuary weir modification
 - e. Beach rake delivery and red tide clean-up plan
 - f. NTP for planning new field operations facility & admin. building
 - g. Inspection of selected WM pipes from pond to pond and under berm
 - h. Status of WM easements in Oakmont neighborhood
 - i. Number of field worker positions
 - j. November financial report
8. Committee reports

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- a. Clam Bay
- b. Landscape & Safety
- c. Water Management
- d. Budget
9. Chairman's report
10. Old business
 - a. Update on "independent audit of PBSB"
11. New business
 - a. PBSB election
 - b. Administrative contract (*add-on*)
12. Adjournment

ROLL CALL

Mr. Cravens, Mr. Dawson and Mr. Fabregas were absent and a quorum was established

AGENDA APPROVAL

Ms. O'Brien motioned, Mr. Damouni seconded to approve the agenda as amended with the addition of item #11b. The motion carried unanimously.

APPROVAL OF 11/07/18 REGULAR SESSION MEETING MINUTES

Ms. O'Brien motioned, Mr. Hirniak seconded to approve the 11/07/18 regular session meeting minutes as presented. The motion carried unanimously.

APPROVAL OF 11/12/18 JOINT PBSB/PBF WORKSHOP MEETING MINUTES

Ms. O'Brien motioned, Mr. Damouni seconded to approve the 11/12/18 joint PBSB/PBF workshop meeting minutes as amended. The motion carried unanimously.

AUDIENCE COMMENTS

Mr. Mike Kitchen commented on (1) recent flooding and erosion along Ridgewood Drive resulting from a clogged storm drain, and (2) erosion and sedimentation in two Georgetown ponds. Mr. Dorrill commented that the County is responsible for roadway drainage issues.

Mr. Dorrill spoke on behalf of audience member Ms. Kathy Worley, Conservancy of SW Florida, who has requested permission to place three instruments in the Clam Bay conservation area to measure sediment over time (for scientific purposes). Ms. O'Brien commented that this issue was discussed at the November Clam Bay Committee meeting and that our environmental consultants had no objection. By consensus the board expressed concurrence for this request.

ADMINISTRATOR'S REPORT

UPDATE ON STREETLIGHT PROJECT AND SIGN BID AWARD

Mr. Dorrill commented that our contractor began work on our streetlight pole repairs project (resulting from Hurricane Irma) on Monday, Dec. 3.

US 41 BERM CLEAN-UP AND RESTORATION BID SCHEDULE

Mr. Dorrill reported that the solicitation for the US 41 berm landscape restoration project, with an estimated cost of \$500,000, will be put out on the street imminently. After the BCC awards the bid for the project (no sooner than Feb. 2019), an update on the project will be included in the PB Post. Construction drawings and design plans (approved by the PBF) are a matter of record.

Ms. O'Brien commented on the "undefined property line" along the length of the US 41 berm. Dr. Chicurel commented that the final plan with PBF revisions delineates private property abutting the berm. Mr. Trent Waterhouse commented on the varied property lines of homeowners' property abutting the berm and that our architect Ms. Ellin Goetz is committed to "site placement" when the actual work begins.

GULF PARK DRIVE MEDIAN-CUT CONSTRUCTION AND RE-STRIPING

Mr. Dorrill commented that the median-cut project and "right turn only striping" at the intersection of Gulf Park Dr. and US 41 are complete. New safety directional signs have been installed. Ms. O'Brien commented that at the joint PBSB/PBF workshop it was suggested that the PBSB look into increased safety modifications at this intersection. Dr. Chicurel commented that this issue will be discussed further by the Landscape & Safety Committee.

OAK LAKE SANCTUARY WEIR MODIFICATION

Mr. Dorrill commented that a notice to proceed has been issued to our contractor Kyle Construction to effectuate the enlargement of the orifice at the weir adjacent to the Oak Lake Sanctuary community. The contractor has delayed the work until the dry season.

BEACH RAKE DELIVERY AND RED TIDE CLEAN-UP PLAN

Mr. Dorrill reported that our beach rake has been delivered six weeks early, and will be permanently located at the County's Vanderbilt Beach parking facility. Staff is developing a protocol and process associated with how and under what circumstances we will rake the beach. To start, staff will schedule a fixed time to rake the beach under normal circumstances. We are awaiting the issuance of a "vehicle on the beach" permit. We have begun the process of reclassifying one of our existing groundskeeper positions to an equipment operator, who will be the designated person to operate the beach rake.

NTP FOR PLANNING NEW FIELD OPS. FACILITY & ADMIN. BUILDING

Mr. Dorrill commented on a scheduled meeting in mid-December with our architect (Victor J. Latawish) and engineer (Q. Grady Minor) in the County Manager's Office to discuss newly developed revised site plans for our Operations Facility, which will be shared with the PBSB Board as soon as they become available. It has not been determined by the County whether the new facility will include co-locating with Public Utilities staff. Mr. Dorrill expressed his preference for PBSB ownership of the new facility, or at a minimum, a long-term land lease.

Mr. Shepherd commented that he cannot support the joint use of a new facility with the County and requested that Mr. Dorrill convey this to the County.

INSPECTION OF SELECTED WM PIPES FROM POND TO POND AND UNDER BERM

Mr. Dorrill commented that phase one of the inspection of conveyance pipes from lake to lake within selected basins has been completed. An evaluation of the video inspection is underway by our

civil engineer, who will make remedial maintenance and/or reconstruction recommendations. These pipes appear to be in relatively good shape. Ms. Jacob commented that she has scheduled evaluations of two culverts under the berm.

STATUS OF WM EASEMENTS IN OAKMONT NEIGHBORHOOD

Mr. Dorrill commented that we have not received the schedule of roadway drainage easements in the Oakmont neighborhood, which is being prepared by County Road & Bridge Dept. staff. They are in the process of researching and trying to identify all the drainage pipes for which they are responsible. The Deputy County Manager has asked for a report by year end.

NUMBER OF FIELD WORKER POSITIONS

Mr. Dorrill commented that we are in our third year of a 3-year effort to convert outsourced day laborers to previously approved permanent County FTE's (full-time employee positions). An executive summary has been submitted to the County Manager's Office by Ms. McCaughtry, in order to obtain BCC approval to complete the process of converting three positions.

Ms. O'Brien provided a summary of PBSB field worker positions from FY13 – FY19, included in the agenda packet, and highlighted a 45% increase in the number of field workers from FY15 – FY19. Mr. Swider and Mr. Streckenbein commented that PBSB staffing is not under the purview of the PBSB Board. Mr. Dorrill commented that salary expenses included in the PBSB budget would be within the PBSB Board purview.

NOVEMBER FINANCIAL REPORT

Mr. Dorrill reviewed highlights of the November financial report. Ms. O'Brien commented on differences in line item amounts, between what was approved by the PBSB Board at the May budget hearings and the current working FY19 budget as provided in this report. She highlighted "electrical contractors" in the Street Lighting Fund which shows a FY19 budget of \$99,900, while the PBSB Board approved \$63,900 for this line item at the May budget hearings. Mr. Dorrill commented that his goal is to prepare a budget amendment to correct these differences and more adequately reflect our budget as approved by the PBSB Board. This budget amendment will require BCC approval.

Mr. Shepherd motioned, Mr. Damouni seconded to accept the November financial report. The motion carried unanimously.

COMMITTEE REPORTS

CLAM BAY REPORT

Ms. O'Brien provided her December 2018 Clam Bay update in the agenda packet. She highlighted, (1) the sensor on the tidal gauge at marker 4 needs to be replaced so that both key tidal gauges will be providing data, (2) Dr. Dabees is preparing a draft of key topics to address recent County concerns about Clam Pass dredging events; the draft will be discussed and edited at the January Clam Bay Committee meeting, followed by sharing the final draft with the PBSB Board, and ultimately discussed with those who have expressed concerns, and (3) Dr. David Tomasko has provided his opinion that the results of upland water quality testing are not needed to monitor water quality in Clam Bay because the six berm sampling sites provide the needed water quality data.

LANDSCAPE & SAFETY REPORT

Dr. Chicurel reported that the Landscape & Safety Committee did not meet in November. He commented that our engineer Agnoli, Barber, & Brundage has completed approximately 50% of the PB sidewalk study.

WATER MANAGEMENT COMMITTEE

No report was provided.

BUDGET REPORT

Mr. Shepherd reported that the Budget Committee recently reviewed a PBSB funding modification plan which will be presented to the board in more detail at the January 7 board meeting.

Mr. Griffith commented on a recent conversation with Mr. Dave Mangan, General Manager of Club Pelican Bay, who expressed his displeasure with the proposed plan which would be asking Club Pelican Bay to bear an unnaturally large increase in its PBSB assessment.

Mr. Streckenbein commented that he intends for the proposed funding modification plan to be discussed at the January 7 and February 6 PBSB Board meetings, with a vote no earlier than Feb. 6. He intends to place an article on this issue in the PB Post and encourages all stakeholders to voice their opinions at the upcoming board meetings.

Ms. O'Brien commented that she does not see the urgency in changing our PBSB funding formula, and suggested that the board focus on reducing the PBSB assessment back to a level near \$650/ERU, the level of the FY18 assessment (which included no extraordinary financial needs relating to hurricane cleanup).

CHAIRMAN'S REPORT

Mr. Streckenbein reported that based on a recent survey of PBSB Board members, and the fact that three PBSB Board member terms expire on March 31, he is recommending to the PBF that the next joint PBSB/PBF workshop be held on April 4.

OLD BUSINESS

UPDATE ON INDEPENDENT AUDIT OF PBSB

In response to Mr. Swider's questions at the November PBSB Board meeting, Mr. Dorrill provided the following information on the County's independent audit in relation to PBSB funds: (1) there is an annual outside independent audit of all PBSB funds as part of the County auditing process, (2) there is a completed schedule that reconciles the FY17 year ending fund balances and any adjusting entries; this reconciliation is available to board members upon request, and (3) the BCC meeting date (typically in the Spring) at which the County's independent auditor will provide a presentation on their FY18 audit results will be provided to the PBSB Board in advance.

Ms. O'Brien commented that it looks like we have a \$2 - 3 million surplus from FY18, which needs to be verified in order for the PBSB Board to build an adequate FY20 budget.

NEW BUSINESS

PBSB ELECTION

Mr. Streckenbein commented on the three PBSB residential seats up for appointment (the terms of Mr. Griffith, Mr. Hirniak, and Mr. Shepherd expire on March 31) and the election/appointment process timeline, concluding on March 12, 2019 whereby the BCC will appoint 3 individuals to the PBSB Board for four-year terms beginning April 1. Mr. Streckenbein will work with the PBF to "get the word out" on our PBSB election. He is also in the process of asking the

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PBPOA to sponsor a "meet the candidates" event or informational meeting. In the past, it has been suggested that stamped return envelopes be provided to voters to encourage a higher level of returned ballots. Ms. McCaughtry will explore with Clerk of Courts' staff whether this would be possible for this election cycle.

Ms. O'Brien suggested that we ask each candidate to provide a personal information (bio) sheet to be included in a PB Post article.

Mr. Dorrill clarified that the PBSB election is conducted by the Clerk of the Circuit Court, as described in our ordinance.

ADMINISTRATIVE CONTRACT (ADD-ON)

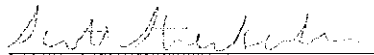
Ms. O'Brien commented that the DMG administrative contract specifies that the administrator shall report monthly. She noted that board members recently received a bi-monthly report, and suggested that the administrator's agreement be followed.

Mr. Dorrill commented that in ten years, he has completed only two consolidated monthly reports. He commented that his mother has been in the hospital seven of the last nine weeks. His goal is to provide the monthly administrator's activity report to the PBSB Board in advance of the monthly PBSB Board meeting.

Mr. Shepherd commented on additional responsibilities which have been added to those specified in the administrator's contract, and suggested that the board contemplate authorizing additional compensated administrative hours, as allowed for in the contract. Mr. Dorrill responded that additional hours would not be necessary at this time.

ADJOURNMENT

The meeting was adjourned at 2:34 p.m.


Scott Streckenbein, Chairman

Minutes approved [] as presented OR [] as amended ON [01-07-19] date