

**PELICAN BAY SERVICES DIVISION BOARD REGULAR SESSION  
JANUARY 7, 2019**

The Pelican Bay Services Division Board met on Monday, January 7, 2019, 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 (*absent*)  
Bohdan Hirniak  
Susan O'Brien (*absent*)  
Mike Shepherd  
Rick Swider

**Pelican Bay Services Division Staff**

Neil Dorrill, Administrator  
Marion Bolick, Operations Manager (*absent*)

Mary McCaughtry, Operations Analyst (*absent*)  
Lisa Jacob, Associate Project Manager  
Barbara Shea, Recording Secretary

**Also Present**

Charles Bodo, Pelican Bay Foundation  
Sean Callahan, County Manager's Office  
Tim Corcoran, Pelican Bay Foundation

John Gandolfo, Pelican Bay Foundation  
Jim Hoppensteadt, Pelican Bay Foundation  
Mark Isackson, County Budget Office  
Trent Waterhouse, Pelican Bay Foundation

**APPROVED AGENDA (AS PRESENTED)**

1. Pledge of Allegiance
2. Roll Call
3. Agenda approval
4. Approval of 12/05/18 Regular Session meeting minutes
5. Audience Comments
6. Overview of long-term financing alternatives (Mark Isackson)
7. Administrator's report
  - a. Update on streetlight project and sign bid award
  - b. US 41 berm clean-up and restoration bid schedule
  - c. NTP for planning new field operations facility & admin. building
  - d. Inspection of selected WM pipes from pond to pond and under berm
  - e. Status of WM easements in Oakmont neighborhood
  - f. Clam Pass aerals/annual reports
8. Committee reports
  - a. Clam Bay
  - b. Landscape & Safety
  - c. Water Management
  - d. Budget

**Pelican Bay Services Division Board Regular Session**  
**January 7, 2019**

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- i. Proposal for revising PBSD revenue methodology
- 9. Chairman's report
- 10. Old business
- 11. New business
- 12. Adjournment

**ROLL CALL**

Mr. Griffith, Ms. O'Brien and Mr. Streckenbein were absent and a quorum was established

**AGENDA APPROVAL**

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

**APPROVAL OF 12/05/18 REGULAR SESSION MEETING MINUTES**

**Mr. Dawson motioned, Mr. Damouni seconded to approve the 12/05/18 regular session meeting minutes as amended. The motion carried unanimously.**

**AUDIENCE COMMENTS**

None

**OVERVIEW OF LONG-TERM FINANCING ALTERNATIVES**

Mr. Mark Isackson, Director of Corporate Finance & Management Services, County Office of Management & Budget, and Chair of the County Finance Committee, provided a presentation on the issuance of debt and "the County's process." He provided a spreadsheet, distributed to board members and added to the record, which provided a detailed analysis of a 7-year scenario and a 10-year scenario for loan amounts of \$10, \$15, and \$20 million. For each of these scenarios, the spreadsheet provided data on (1) total annual PBSD debt service, (2) annual debt service per ERU if the repayment is through an assessment pledge, and (3) examples of the increases to homeowner taxes at various home values, if repayment is through a property tax pledge.

Mr. Isackson's discussion included the following highlights:

- A bank loan, obtained through an RFP, minimizes issuance fees.
- A loan structure which includes a balloon payment is not recommended.
- The PBSD would choose the length of time for the loan repayment.
- The PBSD would determine whether repayment is through a property tax pledge (which will generally result in a lower interest rate, but requires approval by PB residents through a referendum) or an assessment pledge.
- If the PBSD chooses to proceed with the County's process of issuing debt, the next steps would include (1) a discussion and approval by the County's Finance Committee, (2) a recommendation from the Finance Committee to the Board of County Commissioners (BCC), (3) approval by the BCC, and (4) a 90-day process to obtain competitive bids.

Mr. Tim Corcoran asked whether a simple majority approval of the PB residents casting ballots would be sufficient to approve a referendum vote required for PBSD issuance of debt backed by ad valorem taxes. Mr. Isackson confirmed this.

Mr. Charles Bodo commented on the PBSB's possible move towards ad valorem funding and suggested the need for discussion forums and community input.

Mr. Trent Waterhouse commented on the possibility of pension fund private placement financing. Mr. Isackson commented that the County prefers public placement.

Mr. George Russell asked whether the credit of the County would be behind the PBSB's debt. Mr. Isackson responded that the debt would be issued based on the stand-alone credit of the PBSB, and not the credit of the County.

Mr. John Gandolfo requested a description of the four infrastructure projects which would be funded by the proposed long-term financing. Mr. Shepherd commented that the proceeds of the bank loan (\$17 - \$25 million) would be used for (1) replacement of PB sidewalks (approx. \$7 million), (2) lake bank renovations for ten lakes which are in immediate need of remediation (approx. \$10 million), (3) replacement of our operations/maintenance facility, and (4) repairs of our failing stormwater conveyance structures.

### **ADMINISTRATOR'S REPORT**

#### **UPDATE ON STREETLIGHT PROJECT AND SIGN BID AWARD**

Mr. Dorrill commented that our streetlight pole repairs project has been completed, except for the installation of the pathway bollard lights which are on order. The contract for the repair and replacement sign project has been awarded. A pre-construction meeting is scheduled for this week, which will be followed by the commencement of the project.

#### **OTHER WATER MANAGEMENT PROJECT UPDATES**

Mr. Dorrill reported that staff is pursuing a permit modification to do the lake bank erosion project for the facility (St. Maarten/St. Thomas) which is adjacent to the Commons. This lake bank remediation project includes a hybrid solution consisting of seawall, rip rap, and geotube.

Mr. Dorrill reported on a recent meeting to evaluate the permitability of the beach dune swale (Bay Colony drainage system) reconstruction. The PBSB will need a permit modification in order for us to reconstruct/re-dig the swale which conveys the water from the south to the north and upper reaches of Clam Bay.

#### **OAK LAKE SANCTUARY WEIR MODIFICATION**

Mr. Dorrill commented that he hopes to have a start date for the Oak Lake Sanctuary weir modification project (to effectuate the enlargement of the orifice at the weir adjacent to the Oak Lake Sanctuary community) by the end of the month. The contractor had delayed work until the dry season, waiting for the water levels to decline.

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

Two alternate site plans for the PBSB maintenance site, located on land owned by the County Public Utilities Dept., were provided in the agenda packet. Mr. Dorrill commented that the new site would include replacement of the existing 40-year old structure as well as offices for administrative staff. Mr. Dorrill summarized the two alternatives: (1) replacement of the existing facility "in place" with a larger facility, or (2) construction of a new larger facility at the south end of the site adjacent to the old decommissioned sewage treatment plant. The site plan would also include the construction of (1) a separate out-building which would be used as a storage facility for fertilizers, chemicals, and hazardous materials, and (2) a fueling facility for our vehicles and equipment. Mr. Dorrill commented

that he has conveyed to County senior management that the PBSB Board would like our property interest in the site to be hardened and that he will continue to pursue a long-term lease on the property.

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

Mr. Dorrill updated the board on our on-going work on PB stormwater conveyance pipes. The original contractor was terminated for non-performance. A second contractor has been hired to do further cleaning, minor repairs, and video inspections with a robotic camera, with work scheduled to begin on Jan. 14. Our civil engineer ABB will perform a post-inspection evaluation and provide information as to the nature of the deficiencies. This data will enable us to provide a better estimate of the total funding required for pipe repairs and possible pipe replacements, if the PBSB were to take on this responsibility.

**STATUS OF WM EASEMENTS IN OAKMONT NEIGHBORHOOD**

Mr. Dorrill reported that staff has received the inventory of County or public drainage easements (completed by the County Transportation Division) which identifies all public drainage easements or important easements for us to acquire in order to facilitate roadway drainage and the conveyance of water between our lakes. In the event that the PBSB were to assume responsibility for the roadway drainage facilities, we would expect annual compensation from the County.

**DISCUSSIONS WITH COUNTY SENIOR MANAGEMENT**

Mr. Dorrill commented on recent discussions with Mr. Nick Casalanguida, Deputy County Manager, regarding what a reasonable County contribution would be in exchange for the PBSB assuming responsibility of PB sidewalks. Mr. Dorrill stated that an annual amount of \$250,000 for the capital portion and \$50,000 for maintenance could be considered reasonable.

**THREE-MONTH GOALS**

Mr. Dorrill commented that within the next three months he expects (1) to receive the final engineering sidewalk analysis, (2) to receive a better estimate of the linear feet of roadway drainage pipes if the PBSB were to assume responsibility, and (3) to receive a draft of a memorandum of understanding between the County Manager's Office and the PBSB which would spell out the annual reimbursement appropriation that the PBSB would receive.

**CLAM PASS AERIALS/ANNUAL REPORTS**

Mr. Dorrill provided an aerial photo of Clam Pass taken Dec. 27/28 for review by the board, and commented that the Pass looks very good, as we approach the one-year anniversary of the last maintenance dredging. He commented that Mr. Casalanguida has obligated the PBSB to do a five-year evaluation of the Clam Bay Management Plan and provide any alternative designs which would be appropriate for hydraulic dredging purposes. At the January Clam Bay Committee meeting, a related scope of services proposal submitted by Humiston & Moore was reviewed.

Mr. Dorrill commented that the Earth Tech and Humiston & Moore annual reports were received in December and some information from these reports was included in the agenda packet.

**COMMITTEE REPORTS**

**CLAM BAY REPORT**

Ms. O'Brien's January 2019 Clam Bay update was included in the agenda packet.

**LANDSCAPE & SAFETY REPORT**

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

1. Mr. Tom Barber of Agnoli, Barber & Brundage presented an engineering analysis and cost estimate for the construction of new sidewalks within Pelican Bay and along Vanderbilt Beach Rd. He was asked to prepare a similar estimate for the sidewalk along Seagate Drive. The Seagate section will be added to the approximate project cost of \$5,666,866. The next engineering report will include the exact location of the sidewalks, reflect property lines, and any easements necessary for construction and maintenance. March 2019 is the target time for the PBSB Board to vote on approving the sidewalk project and related issues.

2. Due to County school security manpower needs, extra CCSO patrols within Pelican Bay may be difficult to obtain. Our Sheriff's Office community policing liaison, Cpl. Tania Wroblewski, will try to help secure the after-hour patrols.

3. Ms. Jacob reported that (1) streetlight pole repairs have been completed, (2) a contract has been awarded for street sign replacement and a pre-construction meeting is planned for Jan. 8, and (3) the County plans to install additional crosswalk signs on Myra Janco Daniels Blvd. near St. Williams Catholic Church.

4. Staff was asked to prepare an inventory of "line of sight" conflicts within Pelican Bay utilizing a sedan for gauging any conflicts. Plant heights and multiple tree trunks at corners and median bull noses will be specifically evaluated.

5. The committee consensus was to approve the concept of widening the median along Gulf Park Dr. to finalize the newly constructed "right turn only" lane onto US 41. ABB will provide the committee with a plan.

6. Mr. Bolick reported (1) the US 41 berm restoration project should begin in the Spring, (2) a new tree maintenance RFP was issued, and (3) pine straw, mulching, and re-sodding work is ongoing.

**WATER MANAGEMENT COMMITTEE**

The Water Management Committee did not meet.

**BUDGET REPORT**

Mr. Shepherd provided a presentation on PBSB revenue analysis and a proposed funding modification plan. Highlights included the following:

- The creation of a funding modification plan was precipitated by comments from commercial and institutional members during the Spring 2018 budget process.
- The PBSB has traditionally collected revenue through an ad valorem revenue stream and a non-ad valorem revenue stream based on ERU's (equivalent residential units).
- Since 1993, non-residential properties have been assigned ERU's based on acreage; improved land has been assigned 5.75 ERU's per acre and unimproved land has been assigned 1 ERU per acre.
- The goals of the proposed plan are to (1) improve the equity between the non-residential members, (2) lower the cost of the commercial/institutional members, and (3) reduce the regressivity on the residential members.
- Changes in the ERU formula in the proposal would include (1) changing the assigned ERU's for commercial improved property from 5.75 to 5.50, (2) changing the assigned ERU's for

**Pelican Bay Services Division Board Regular Session**  
**January 7, 2019**

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“The Club” from 1.0 to 1.75, and (3) maintaining the assigned ERU’s for unimproved property at 1.0.

- The proposed plan is revenue neutral, maintains the existing methodology, and provides some relief to commercial members.
- If the new modification plan was applied to last year’s budget cycle, then the Club would have paid an additional \$53,738, or approximately \$10/month for each of the 450 golf members.

Mr. John Gandolfo questioned whether this modification plan is the first step in a series of modifications. Mr. Shepherd commented that there are no plans for future modifications.

Mr. Charles Bodo commented on whether PB residents have a progressive or traditional view of life.

Mr. Tim Corcoran commented positively on the presentation and that the current inequity of ERU allocation to the Club is being addressed/corrected appropriately.

**CHAIRMAN’S REPORT**

None.

**OLD BUSINESS**

**UPDATE ON CHATEAUMERE’S VIEW OF THE OPERATIONS CENTER PROPERTY**

Mr. Dorrill commented on continued concerns expressed by Chateaumere residents on their visual impact from the PBSO Operations Center property. He suggested follow up work on this issue and asked the board for the authority to revisit this issue and identify budget for possible remediation work.

Mr. Trent Waterhouse (a Chateaumere resident) commented that (1) a mulch pile has been visible since Hurricane Irma, (2) Ms. Ellin Goetz provided a tree screen drawing for remediation purposes with an estimated cost of approximately \$10,000, and (3) suggested that the Goetz tree screen proposal be combined with the US41 berm restoration project.

Ms. Diane Lustig commented that Hyde Park residents experience the same poor view of the Operations Center property as Chateaumere residents.

**Mr. Dawson motioned that Mr. Dorrill look further into a possible barrier to not obstruct the Chateaumere’s view or have them be able to see into where the tank used to be (where the replacement operations facility is planned). After discussion by the board, Mr. Dawson withdrew his motion. Mr. Shepherd motioned, Mr. Dawson seconded to authorize Mr. Dorrill to proceed with the Goetz recommendations in the Hyde Park and Chateaumere areas not to exceed \$10,000. The motion carried unanimously.**

**NEW BUSINESS**

**PBSD ELECTION**

Ms. Denise McLaughlin commented that she is interested in joining the PBSO Board and has had trouble obtaining information on the PBSO election. Mr. Shepherd commented that the County determines the election dates. Mr. Dorrill commented that the PBSO ordinance obligates the Clerk of the Circuit Court to conduct the PBSO election and he will work with Mr. Hoppensteadt to include

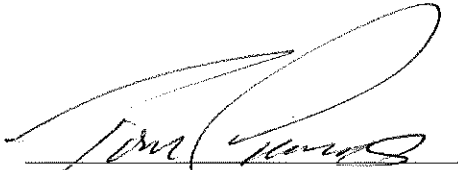
**Pelican Bay Services Division Board Regular Session**  
**January 7, 2019**

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the PBSB Board candidates' biographies in a future edition of the PB Post. Dr. Chicurel commented that the PBPOA typically facilitates a PBSB Board candidates forum.

**ADJOURNMENT**

**The meeting was adjourned at 2:36 p.m.**



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

Minutes approved [] *as presented* OR [] *as amended* ON [ 2/6/19 ] *date*