PELICAN BAY SERVICES DIVISION BOARD AND THE PELICAN BAY FOUNDATION BOARD JOINT WORKSHOP
APRIL 4, 2019

The Pelican Bay Services Division Board and the Pelican Bay Foundation Board held a Joint Workshop on Thursday, April 4, 2019, at 9:00 a.m. at the Community Center at Pelican Bay, located at 8960 Hammock Oak Drive, Naples, Florida 34108.

In attendance were:

Pelican Bay Services Division Board
Scott Streckenbein, Chairman
Tom Cravens, Vice-Chairman
Joe Chicurel (absent)
Jacob Damouni
Ken Dawson

Nick Fabregas (absent)
Michael Fogg
Denise McLaughlin
Susan O’Brien
Rick Swider
Michael Weir

Pelican Bay Services Division Staff
Neil Dorrill, Administrator (absent)
Lisa Jacob, Interim Operations Manager

Mary McCaughtry, Operations Analyst
Barbara Shea, Recording Secretary (absent)

Also Present
Larry Baumann, Pelican Bay Foundation
Charles Bodo, Pelican Bay Foundation
Mike Chaffee, Pelican Bay Foundation

Tim Corcoran, Pelican Bay Foundation
John Gandolfo, Pelican Bay Foundation
Jim Hoppensteadt, Pelican Bay Foundation
Trent Waterhouse, Pelican Bay Foundation

APPROVED AGENDA (AS PRESENTED)

1. Call to order and Pledge of Allegiance
2. Each organization calls meeting to order
3. Charles Bode to Chair discussion
4. Each organization introduces Board members and committee responsibilities
5. Discussion of PBSD infrastructure projects – scope and status
   a. Pathways
   b. Lake benches/ponds
   c. Stormwater management system
6. Financing of PBSD projects
7. Update on Foundation projects
   a. South Beach
   b. Community Center
   c. Design guidelines
8. Update on other projects
   a. US-41 berm
   b. Clam Pass Beach parking garage
   c. Ritz Carlton expansion
   d. Utility site development
9. Disaster recovery funding – Foundation plan and PBSD plan
10. Any other business
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11. Audience comments
12. Adjournment

ROLL CALL
Mr. Cravens, Mr. Damouni, Mr. Dawson, Mr. Fogg, Ms. McLaughlin, Ms. O’Brien, Mr. Streckenbein, Mr. Swider, and Mr. Weir were present

INTRODUCTION OF BOARDS
Pelican Bay Foundation Board members, Pelican Bay Services Division Board members, and key PBF staff including President Jim Hoppensteadt introduced themselves and discussed their committee responsibilities where applicable.

DISCUSSION OF PBSD INFRASTRUCTURE PROJECTS
PATHWAYS
Mr. Streckenbein provided an update on the status of our proposed sidewalk replacement project. The PBSD Board has authorized construction drawings to be completed by our civil engineering firm, Agaoli, Barber & Brundage (AB&B) to reconstruct sidewalks throughout Pelican Bay. The scope of work is to completely remove the multiple layers of asphalt that have been overlaid throughout the years, regrade the sidewalk to eliminate steep grades, level the sidewalks, make transition areas ADA compliant, and widen the sidewalks to 6-foot widths where possible. Controlling factors of width widening will be preservation of mature canopy trees, various utility locations, and encroachments on private property lines. It is expected that with construction drawing time, bidding, contract award, and mobilization, this project will not likely begin until summer 2020. The PBSD continues to evaluate material alternatives.

LAKE BANKS/PONDS
Mr. Streckenbein provided an update on PB lake banks which have experienced erosion and destabilization over the years. The PBSD continues to work with AB&B in utilizing multiple lake bank remediation stabilization techniques. Ms. O’Brien provided a spreadsheet, prepared by AB&B, of the condition of the lake banks of the 45 lakes managed by PBSD. She suggested that although some of the banks are falling into the ponds and some have slope issues, most of our lakes are in good condition. Lake bank remediation will be a multi-year project; total project costs have not been determined.

STORMWATER MANAGEMENT SYSTEM
Mr. Streckenbein provided an update on the PB stormwater management system. The PBSD is troubleshooting specific problem areas and continues to sample the pipe conditions throughout Pelican Bay. Ms. O’Brien suggested that we continue our evaluation of the 13 miles of PB pipes. Ms. Jacob reported that we have sampled about 7% of PB pipes, and repairs have been completed in any problem areas, mostly a result of tree root intrusions. She noted that overall no major issues have been found.

FINANCING OF PBSD PROJECTS
Mr. Streckenbein commented on the financing of future PBSD projects, including pathways/sidewalks, lake banks, stormwater infrastructure system, and the enhancement and renovation of the PBSD maintenance and utility site, which will aggregate to a capital funding need in excess of $25 million. PBSD staff has been working with Collier County’s Financial &
MANAGEMENT SERVICES DIVISION TO EVALUATE THE BEST FINANCING OPTION. CURRENTLY A TEN-YEAR LINE OF CREDIT IS BEING CONSIDERED, ALONG WITH A POSSIBLE CONVERSION INTO 20-YEAR LONG-TERM DEBT.

UPDATE ON FOUNDATION PROJECTS

SOUTH BEACH
Mr. Bodo and Mr. Hoppensteadt provided an update on the South Beach renovation project. The design phase has been completed, and we are now into the construction phase. The former Sunset Café and the Beach Store interiors have been completely gutted, and the electrical and plumbing infrastructure work for the new Take Out facility has been completed. Sand evacuation underneath the deck has been completed. The entire South Beach Facility and surrounding area will be fully shut down beginning April 29 throughout the completion of the project, targeted for the end of November. The County has provided a permitting commitment for the project.

COMMUNITY CENTER
Mr. Bodo and Mr. Corcoran provided an update on the “discovery phase” of possible future Community Center renovations. The Strategic Planning Committee (SPC) is in the process of gathering the requisite information and data necessary to determine the current and future needs of the community such as wellness, fitness, meetings, etc. This work will continue through the summer.

DESIGN GUIDELINES
Mr. Bodo and Mr. Chaffee provided an update on the new design guidelines (phase 1 – with focus on single family homes) approved by the PBF board at its February board meeting. The Design Review Committee has hosted two community forums during which it provided a comprehensive overview of the design guidelines and review process. The purpose of the Design Guidelines is to provide a series of standards for redevelopment, alterations to existing structures, additions, new construction and site work in Pelican Bay designed to preserve the unique character of the community. These guidelines supplement the existing County land use regulations.

UPDATE ON OTHER PROJECTS

US-41 BERM
Mr. Streckenbcin reported that the PBS Board has approved the award of the US 41 berm restoration project to Stahlman England for $477,000, pending approval by the Board of County Commissioners. Ms. Jacob commented that she expects the project to start sometime this summer.

CLAM PASS BEACH PARKING GARAGE
Mr. Bodo provided an update on the feasibility/discovery study by the County’s Parks & Recreation Dept. to construct a parking garage on the existing parking lot at Clam Pass Beach Park. He provided handouts which included information on a proposed parking garage, provided by the Parks & Recreation Dept. at recent public meetings on this study. The Parks & Rec. Dept. is exploring the feasibility of a parking garage on the existing parking lot at Clam Pass Beach Park as part of the Board of Collier County Commissioners consideration on how to increase beach access. The plan includes doubling the parking capacity from approximately 200 to 400 spaces.

As part of the approval process, the project would require (1) an amendment to the deed restrictions by the PBF for increased parking, setback reduction, and increased building height, (2) sequential review and approval by the PBF of (a) a preliminary concept plan, (b) design proposals, and (c) construction plans, and (3) a Collier County zoning variance for setbacks and a site
development plan amendment. The PBF has provided the County with a list of questions and requests for additional information.

**RITZ-CARLTON EXPANSION**

Mr. Bodo provided an update on the Ritz-Carlton expansion plans. The PBF Board approved the preliminary concept of an expansion of the Ritz-Carlton Hotel in June 2018. In March 2019 the PBF Board approved their plans for a new parking garage structure, renovation of their existing parking garage structure, and an addition of a new gatehouse. The parking garage and gatehouse projects will precede the planned hotel expansion phase. The Ritz-Carlton plans to begin construction in May 2019 with expected completion by December 2019.

**UTILITY SITE DEVELOPMENT**

Mr. Streckenbein provided an update on recent discussions with the County regarding the enhancement and renovation of its maintenance and utility site. The PBSO’s maintenance facility (including some offices) and materials yard is within a 12-acre site owned by the Collier County’s Public Utilities Department and designated as a “utility site.” The PBSO is working with the County to develop a master plan for the site, which would include a joint administrative facility for shared offices for 6 to 12 Public Utilities employees and PBSO administrative employees. Ms. Jacob provided a handout which included the most recent set of plans. She noted that since the master plan includes a joint facility, that the County would contribute funds for building construction.

Mr. Hoppensteadt commented that this site is designated as a Homeland Security site. He also noted that the PBF would need to approve the concept, design, and construction plans for any site development or construction.

Ms. O’Brien commented that the PBSO Board has not seen or weighed in on these new plans. She suggested that if this site were to be fully developed, there would be a huge impact on neighboring communities.

**DISASTER RECOVERY FUNDING – FOUNDATION PLAN AND PBSO PLAN**

Mr. Streckenbein reported that the PBSO Budget Committee is reviewing and considering the following two options for disaster recovery funding: (1) maintaining the existing policy whereby the budget includes a “contingency reserve” of over $1 million for any unexpected unbudgeted event, or (2) using the “accrual model” to add an accrual amount each year to a specifically identified disaster recovery contingency fund.

Mr. Bodo summarized the parts of the PBF disaster recovery program which include (1) a number of years ago a $1.3 million fund was established to ensure funding for continuing operations post disaster event, (2) the PBF has a “replacement reserve fund” (partly funded through a transfer of year-end surplus funds) of approximately $4.5 million, and (3) the PBF has a risk management insurance program in place covering $45 million of PBF property.

**FUTURE JOING MEETING PLANS**

The PBSO and PBF board members agreed to schedule the next joint PBSO/PBF meeting for November 2019.

**ADJOURNMENT**

The meeting was adjourned at 11:37 a.m.
Scott Streckenbein, Chairman

Minutes approved [✓] as presented OR [ ] as amended ON [5/8/19] date