PELICAN BAY SERVICES DIVISION BOARD REGULAR SESSION
MAY 8, 2019

The Pelican Bay Services Division Board met on Wednesday, May 8, 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
Tom Cravens, Vice-Chairman
Joe Chicurel
Jacob Damlouni
Ken Dawson (absent)

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

Also Present
Sean Callahan, County Manager’s Office
Nick Casalanguida, County Manager’s Office
Mike Chaffee, Pelican Bay Foundation

Nick Fahregas
Michael Fogg
Denise McLaughlin
Susan O’Brien
Rick Swider
Michael Weir

Mary McCaughtry, Operations Analyst
Barbara Shea, Recording Secretary
Jim Hoppensteadt, Pelican Bay Foundation
Patrick Thir, County Public Utilities Dept.
Trent Waterhouse, Pelican Bay Foundation

APPROVED AGENDA (AS AMENDED)

1. Pledge of Allegiance
2. Roll Call
3. Agenda approval
4. Approval of 04/03/19 Regular Session meeting minutes
5. Approval of 04/04/19 PBSD/PBF joint workshop meeting minutes
6. Audience Comments
7. County’s financial contribution for sidewalks and stormwater (Time certain 1:30 p.m.)
   Presented by Nick Casalanguida, Deputy County Manager
8. *FY2020 Budget
9. Administrator’s report
   a. Update on sign contract
   b. US 41 Berm clean up and restoration award
   c. Beach čune swale
   d. April Clam Pass aerials
   e. Beach rake
   f. Emergency repair to sewer force main break
   g. Lake 2-9 lake bank restoration
   h. April financial report
10. Committee reports
    a. Budget
b. Clam Bay
   c. Landscape & Safety
   d. Water Management
11. Chairman’s report
12. Old business
   a. Green water tank at 6200 Watergate Way (add-on)
13. New business
14. Adjournment

ROLL CALL
Mr. Dawson was absent and a quorum was established

AGENDA APPROVAL
Mr. Cravens motioned, Mr. Fabregas seconded to approve the agenda as amended with addition of item #12a. The motion carried unanimously.

APPROVAL OF 04/03/19 REGULAR SESSION MEETING MINUTES
Mr. Cravens motioned, Mr. Damouni seconded to approve the 04/03/19 regular session meeting minutes as amended. The motion carried unanimously.

APPROVAL OF 04/04/19 PBSD/PBF JOINT WORKSHOP MEETING MINUTES
Mr. Cravens motioned, Dr. Chicurel seconded to approve the 04/04/19 PBSD/PBF joint workshop meeting minutes as presented. The motion carried unanimously.

AUDIENCE COMMENTS
Ms. Sandra Doyle welcomed our three new PBSD board members, reviewed the history of PBSD assessments over the last decade, and suggested that the PBSD assessment needs to be under $600.

COUNTY’S FINANCIAL CONTRIBUTION FOR SIDEWALKS AND STORMWATER
Mr. Nick Casalanguida, Deputy County Manager, provided a presentation on a joint financial County proposal for a financial contribution for sidewalks and stormwater which included:
- County contribution of $5 million (to the PBSD); $500,000 per year over the life of amortized debt, not to exceed 10 years.
- Monetary consideration is for sidewalk replacement and the transfer of 7,696 linear feet of identified drainage easements and outfalls to the PBSD in perpetuity.
- The offer is subject to approval from County OMB, the County’s Finance Committee, and the Board of County Commissioners.
- If the proposal is not approved, maintenance will continue as usual.
- The PBSD has obtained an opinion of probable cost of $6.2 million for sidewalk replacement.
- Sidewalk replacement will be completed in three phases, with the first phase to start in FY20.
The County’s capital contribution will help the Pelican Bay community achieve a higher level of service that is desired in comparison with other parts of Collier County.

- A GMD surveyor and Public Utilities staff prepared an inventory of drainage piping in Pelican Bay which identifies the ownership of the piping as well as 7,696 linear feet of piping (all within single family home areas) for which responsibility is proposed to be transferred to the PBSD. (A color-coded GIS map was provided by Mr. Thir, Supervisor of Public Utilities GIS, which depicted pipe responsibilities.) This transfer will give the PBSD maximum discretion to work with property owners when drainage easements encroach between homes.
- The County will continue to maintain water, sewer, and drainage within the right-of-way through the junction boxes on public streets. If approved, the PBSD will take transfer on identified pipes from the junction box into properties.
- All of the required drainage easements exist; it is unknown as to who they currently are all dedicated to.
- The County will provide $20,000 annually for sidewalk maintenance in perpetuity.

Ms. O’Brien expressed concerns over the drainage easement lawsuit between Mr. Lane and the County. Mr. Casalanguida commented that a settlement agreement is “on the table.” Ms. O’Brien expressed concerns regarding adequate PBSD staffing and contractors available to address an emergency pipe failure in a way that the County is able to. Mr. Casalanguida commented that all County contractors are available to be used by the PBSD.

Mr. Streckenbein commented that the PBSD will receive $5 million from the County if this proposal is ultimately approved. This is the last best offer. Mr. Streckenbein recommended that this offer go forward.

Mr. Peter Duggan questioned what a homeowner’s drainage easement responsibility is. Mr. Casalanguida responded that a homeowner cannot encroach on an easement.

Mr. Jim Hoppeasteadt requested an explanation of the “orange pipes” on the GIS map. Mr. Casalanguida explained that these pipes, which would be transferred to the PBSD, are either maintained by the County or in dispute.

Ms. Mary Johnson questioned whether the PBSD could obtain a variance to use asphalt for our sidewalk replacement. Mr. Casalanguida commented that asphalt may be used for repairs of existing asphalt pathways. Only concrete is used for new sidewalks.

Mr. Swider motioned, Dr. Chicurel seconded that our board accepts the proposal from Mr. Casalanguida. The motion carried unanimously.

FY2020 BUDGET

The proposed PBSD FY2020 budget was provided in the agenda packet which proposes an assessment of $765.87 per ERU and an ad valorem tax of .0857 for street lighting. Mr. Dorrill commented that this budget will be presented to the Board of County Commissioners at the end of June at the budget workshop.

Mr. Swider commented that changes were made by staff to the proposed budget approved by the Budget Committee on May 1. Mr. Dorrill commented that the County Budget Office provided direction on the following issues, which resulted in some minor changes to the proposed budget: (1) the proceeds from a line of credit and related debt service payments could not be included in this budget; at the time of the debt issuance, the County will record budget amendments to reflect the debt
incurred and payback liability, and (2) a capital projects revenue reserve is required per County policy. Mr. Dorrill noted that this budget does include a reserve for future debt service of $300,000. He commented that he would reflect the PBS Board’s desire for loan proceeds to be included in the budget at the June budget workshop.

Mr. Dorrill commented that this FY2020 budget provides for a $250 reduction in the assessment from $1,015.72 in FY2019 to $765.87 in FY2020. The budget includes across the board increases (for inflation) in operating expenses as well as an “expanded service” for a new environmental specialist (which may offset some of our consulting fees). He noted that if the $5 million agreement for sidewalks and stormwater is not approved by the BCC, then debt related budget items will be removed from this proposed budget.

Mr. Streckenbein commented that all budgetary issues conceptually agreed upon by the Budget Committee are included in this proposed budget, and that the Budget Committee unanimously voted for this budget. He noted that the PBS Board never stated that the FY2020 assessment would return to the exact level of the FY2018 budget. He also highlighted that we have created a disaster relief fund of $684,500, which will be added to in future years.

Mr. Fogg commented on the FY2019 and FY2020 assessments and suggested (1) daily operations are fairly predictable, (2) projects and reserves are very imprecise, and (3) we need more documentation on what we have and what we need.

Mr. Swider reported that the way our financial statements are presented each month will change sometime in the next three months so that they will be easier to understand.

Ms. O’Brien suggested removing the addition of an environmental specialist to our staff and explained her reasoning. The Budget Committee’s primary purpose for hiring an in-house environmentalist is to decrease expenses for Clam Bay consultants. The PBS has just approved a 3-year agreement with Earth Tech. This suggests that services of the in-house environmentalist would replace the services of Dr. Tomasko for water quality consulting and/or Dr. Dabees for Clam Pass monitoring. Ms. O’Brien suggested that an in-house environmentalist will not be able to provide the same level of services on water quality and Clam Pass monitoring as our existing consultants. She suggested that the board consider additional staff in other areas. Ms. McLaughlin suggested that services provided by our consultants in place are way more complex than one in-house environmentalist could perform. Mr. Streckenbein commented that at the April PBS Board meeting he had directed the Clam Bay Committee and the Water Management Committee to vet the concept of a new environmentalist position. He also suggested that the need for an additional Project Manager may be greater.

Ms. O’Brien commented that the PBS Board has discussed and agreed that long-term financing should be used for long-term projects. She suggested that the $500,000 lake bank project (a 30-year asset) be removed from the FY2020 budget and financed through line of credit financing. Mr. Streckenbein commented in favor of including this item in the FY2020 budget as it remains uncertain that long-term financing will be put in place in FY2020.

Ms. O’Brien recommended that the FY2021 budget process begin in January 2020.

Mr. Mike Shepherd commented that our PBS assessment is significantly lower than similar communities and that a 24% reduction in the FY2020 assessment is inappropriate in consideration of our many deferred infrastructure projects.

Mr. Trent Waterhouse commented that the proposed budget includes $100,000 for boat ramps and suggested that temporary (mat) ramps be explored. He questioned whether this budget includes any funds for a future replacement of the Watergate Way facility. Mr. Dorrill responded that there is $327,000 in project rollover funds but no additional FY2020 funding.
Mr. Jim Hoppensteadt commented on the beach renourishment responsibility (for the private beaches within Pelican Bay) of the PBSD. He noted that the County is planning on a beach renourishment program (with no scheduled timeframe) which would include a 50-foot width increase and a 1-foot height increase. He questioned whether the PBSD has sufficient funds to mirror the County project.

Ms. Mary Johnson commented on beach renourishment, the management of Clam Bay, and tree replacement included in the sidewalk project plans. She suggested that the expertise of our three Clam Bay consultants could never be replaced by an in-house generalist. She suggested increasing the budget of $35,000 for tree replacement and enhancement in the sidewalk replacement cost estimate. Dr. Chicurel commented that the PBSD recognizes the tree deficits in some locations on Pelican Bay Blvd. and will explore tree canopy improvements.

Mr. Trent Waterhouse commented on the PBF’s role in maintaining the health of the Clam Bay system.

Mr. Fabregas motioned, Mr. Swider seconded to approve the PBSD FY2020 operating budget as proposed at the PBSD Board meeting on May 8, 2019 with the assessment at $765.87. The motion carried 9-1 with Ms. O’Brien dissenting.

**ADMINISTRATOR’S REPORT**

**UPDATE ON SIGN CONTRACT**

Mr. Dorrill commented that our new signs (a total project of 265 signs) are now in production and will be installed in batches.

**US 41 BERM CLEAN-UP AND RESTORATION AWARD**

Mr. Dorrill commented that the contract and award for our US 41 berm restoration project is scheduled for approval by the Board of County Commissioners on May 28. The contract will be awarded to Stahlman England Landscaping, the lowest, most responsive, qualified bidder.

**BEACH DUNE SWALE**

Mr. Dorrill reported that a site visit with the South Florida Water Management District has been scheduled for May 23 in relation to our application for a variance previously filed. Our engineering and environmental consultants will be onsite for this site visit.

**APRIL CLAM PASS AERIALS**

Mr. Dorrill commented on the April Clam Pass aerials provided in the agenda packet; overall conditions are very good. He commented that Dr. Dabees has noted that weather conditions during this past winter season were very favorable.

**BEACH RAKE**

Mr. Dorrill commented that the three-point hydraulic hitch on the back of our 4wd tractor has been rebuilt. Ms. O’Brien commented on comments made at recent budget committee meetings regarding the tractor including (1) the tractor has had lots of repairs, (2) the tractor is underpowered, and (3) we have spent $32,683 on repairs in the last six months. The committee included $80,000 in the proposed FY2020 budget for replacement of our 2005 tractor. Ms. O’Brien commented that we
have $200,000 in the FY2019 budget for equipment reserves and suggested that the board may want to consider replacing our tractor in FY2019.

Mr. Dorrill suggested that our tractor is not underpowered, and that we may want to keep it another year to recoup our investment. He commented that we are in discussions on this replacement with the County’s Fleet Management Division staff.

**EMERGENCY REPAIR TO SEWER FORCE MAIN BREAK**
Mr. Dorrill commented on the outstanding response by the County and County contractors to the Easter Saturday/Sunday sewer force main that ruptured. Ms. O’Brien suggested that board members be provided more timely information on events such as these. Mr. Dorrill responded that timely updates on this event were provided to Chairman Streckenbein and the County Manager’s Office.

**LAKE 2-9 LAKE BANK RESTORATION**
Mr. Dorrill reported that our lake bank project (Lake 2-9) will be going out to bid at the end of May and hopefully construction will begin at the end of the 2019 rainy season. Ms. O’Brien commented that the plans for this project have changed over recent months, and the board has not been provided with a new cost estimate.

**APRIL FINANCIAL REPORT**
Mr. Dorrill reviewed highlights of the April financial report provided in the agenda packet.

**COMMITTEE REPORTS**

**BUDGET REPORT**
No additional report

**CLAM BAY REPORT**
Ms. O’Brien provided her May 2019 Clam Bay update in the agenda packet. She highlighted that tidal ratios dropped slightly in April, but remain in the safety zone above .6.

**LANDSCAPE & SAFETY REPORT**
Dr. Chicurel reported that the Landscape & Safety Committee did not meet in April. He commented on (1) continued work by our engineers on the proposed sidewalk project, and (2) recent trimming back of vegetation on the medians at intersections, and thanked Mr. Alex Mumm, Sr. Field Supervisor, for his work in these areas.

**WATER MANAGEMENT COMMITTEE**
Mr. Cravens commented that a Water Management Committee meeting has been scheduled for Monday, May 13. The committee will meet in the PBSD Office, which will be followed by a trip to the Collier County water treatment facility (north plant) on Goodlette-Frank Road where we will tour the plant. The public is invited.

**CHAIRMAN’S REPORT**
Mr. Streckenbein commented that a PBSD New Board Member Workshop will be held on Friday, May 31 at 8:30 a.m. PBF board members and the public are invited.
OLD BUSINESS
GREEN WATER TANK AT 6200 WATERGATE WAY (ADD-ON)
Ms. McLaughlin requested an update on how the PBSD is addressing the visual concerns of Chateauumere residents on the large green water tank located on the Watergate Way utility/maintenance site. Mr. Dorrill commented that royal palms will be planted in this area as part of the US 41 restoration project, as recommended by Stropes & Goetz landscape architects. He also commented that the property is owned by the Public Utilities Dept. (PUD) of Collier County. PUD has long-range plans for this institutional site, including the possible installation of a new 2.5 million-gallon storage tank. The PBSD has been working with PUD on a conceptual site plan; there is no expectation of FY2020 construction on this site. Mr. Dorrill offered to have PUD give a presentation on long-term plans for this site.

Ms. McLaughlin asked if the PBSD could explore other methods of camouflaging this large tank. She suggested copperleaf plants. Mr. Cravens suggested Areca palms. Mr. Streckenbein commented that the PBF discourages Areca palms. Ms. O’Brien commented that any site improvements would require PBF approval.

NEW BUSINESS
None

ADJOURNMENT
The meeting was adjourned at 3:35 p.m.

Scott Streckenbein, Chairman

Minutes approved [ ] as presented OR [✓] as amended ON [6-12-19] date